# Formal Vendor Payment Authorization

Subject: Payment Release Authorization - Vendor Invoice #VND-2024-0892

To: Chief Financial Officer

From: Procurement Department

This formal letter serves as a payment requisition for vendor invoice #VND-2024-0892 from TechSolutions Inc., dated November 20, 2024, in the amount of $25,000.00.

The invoice pertains to software licensing fees for our new CRM system, as per contract #TSI-2024-045. All deliverables have been received and verified by our IT department. The payment terms specify net 30 days, with the due date of December 20, 2024.

All necessary approvals have been obtained from department heads and budget owners. Please process payment according to standard company procedures.

Respectfully submitted,

Michael Chen

Procurement Manager