

Cash Disbursement Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name] / Accounts Payable Department

Subject: Accounts Payable Cash Disbursement Instructions

Dear [Recipient's Name],

Please find below the instructions for the upcoming cash disbursement:

Disbursement Details:

- **Vendor Name:** [Vendor's Name]
- **Invoice Number:** [Invoice Number]
- **Payment Amount:** [Amount]
- **Due Date:** [Due Date]

Payment Method:

[Specify the payment method, e.g., ACH transfer, check] to the following account:

- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

Instructions:

1. Ensure all invoices are approved before processing payment.
2. Verify payment details and confirm with the vendor if necessary.
3. Process the disbursement on or before the due date.

If you have any questions, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Accounts Payable Department