

Case: Signatory Approval

Effective Date :
MM DD YYYY

Debit Account :

Amount in \$:

Approve Cancel

Note : Guidelines related to Blind Key.

Team	Procedure to follow
Case created by Bill Payment	<p>1. Effective Date : Team will add case comment for delay such as Insufficient funds, Cautionary account, Invoice amount discrepancy, high volume, no bill payment agreement etc. No back up or evidence required in regards to comment.</p> <p>2. Amount : Amount will match with Invoice, in case of variation, back up needs to be attached.</p>

For internal use only