ASSURED DIGITAL

MANUFACTURING / FINANCE DIRECTORS

Payment change control card

Familiar invoice thread, unverified amendment

COMPLETED PRACTICE RECORD

1	**Hold** Accounts Payable	Beneficiary change and payment put on hold. Keep the original request in the approved record.
2	**Call back** Supplier records owner	Used a validated number already on file. Supplier confirmed no change was requested.
3	**Decide** Independent approver	Change refused. Record the approver, callback source and payment status.
4	**Escalate** IT Security	Investigate account access and mailbox rules. Contact the bank immediately if money moved.

Record verification and decision references. Keep account numbers, invoices and credentials in approved systems.

USE IT ON YOUR NEXT JOB

Which channel verified the request?

_____

Who authorised or refused the amendment?

_____

Owner _____ Evidence reference _____