

Bank Payment Voucher

Sample Format

Voucher No.	BPV-2024-0142	Date	2024-06-18
Payee Name	John Doe Enterprises		
Bank Name	ABC Bank Ltd.	Bank A/C No.	1234567890
Cheque/EFT No.	965438	Date	2024-06-18
Purpose / Description	Payment for purchase of office supplies (Invoice INV-7843)		

Amount (in figures): USD 1,200.00
Amount (in words): One
Thousand Two Hundred Dollars
Only

Prepared By:

Sarah Williams

Department:

Accounts

Reference/Attachment:

Invoice, Delivery Note

Authorized Signature
(Finance Manager)

Received By
(Payee)

Verified By
(Accounts Dept.)

Important Notes:

- Ensure all fields are accurately filled before approval.
- Voucher must be supported by relevant bills/invoices.
- Bank Payment Vouchers require authorization from the finance manager.
- Maintain proper record of all payment vouchers for audit purpose.
- Signatures of authorized personnel are mandatory.