

Cash Payment Voucher

Voucher No: CPV-2024-0012

Date: 2024-06-10

Payee Name: John Doe

Account Code: EXP-005

Amount (in words): One Thousand Five Hundred Dollars Only

Description	Amount
Office Supplies Purchase	\$1,200.00
Courier Charges	\$300.00
Total	\$1,500.00

Payment Mode:

Cash

Prepared By:

Anna Smith

Narration / Remarks:

Payment for purchase of office supplies and courier charges.

Prepared By

Approved By

Received By

- Ensure all supporting documents are attached before approval.
- Voucher must be signed by authorized personnel.
- Amounts must be verified for correctness before disbursement.
- Use a unique voucher number for each transaction.
- Cash Payment Vouchers are for cash expenses only.