

Cheque Payment Voucher

Company Name Here
Address Line, City, Country

Voucher No.	CPV-2024-001	Date	2024-06-25
Payee Name	John Doe	Cheque No.	123456
Bank Name	ABC Bank Ltd.	Cheque Date	2024-06-26
Amount	\$1,500.00	Amount (in words)	One Thousand Five Hundred Dollars Only

Description / Particulars

Payment for office equipment purchase (Invoice INV-2456 dated 2024-06-24)

Prepared By

Checked By

Approved By

Received By

Important Notes:

- Ensure all voucher details match the issued cheque and supporting documents.
- Appropriate approvals and signatures are mandatory before cheque release.
- Attach all supporting bills, receipts, and invoices with this voucher.
- Keep the voucher for accounting and audit purposes.
- Alterations must be countersigned by authorized personnel.