

Standard Payment Voucher

Company Name
Company Address Line 1
Company Address Line 2

Payment Voucher

Date: _____
Voucher No: _____

Payee Name: _____

Payee Address: _____

Payment Method: _____

Reference/Invoice No: _____

#	Description	Account	Amount
1	_____	_____	_____
2	_____	_____	_____

Subtotal: _____

Tax/Deductions: _____

Total Amount: _____

Prepared By

Approved By

Received By

Important Notes:

- This voucher serves as an official record for payment authorization and disbursement.
- Ensure all fields are properly filled and supporting documents are attached.
- Proper approvals and signatures are required before making payments.
- Keep this voucher securely filed for future reference and audits.
- Alterations or overwriting are not allowed without official acknowledgment.