

Supplier Payment Voucher

Company Name

Address Line 1, Address Line 2

Phone: (123) 456-7890 | Email: info@company.com

Voucher No: SPV-000123

Date: 2024-06-28

Supplier Name: ABC Supplies Ltd.

Supplier Address: 78, Industrial Area, City

Supplier Contact: 987-654-3210

Payment Method: Bank Transfer

Bank: XYZ Bank

Cheque/Ref No: 45899132

#	Invoice No	Invoice Date	Description	Amount
1	INV-7854	2024-06-15	Office Stationery Purchase	₹12,300.00
2	INV-7902	2024-06-18	Printer Toners	₹8,500.00

Total Amount	₹20,800.00
Less: TDS	₹800.00
Net Payable	₹20,000.00

Amount in Words: Twenty Thousand Rupees Only

Prepared By

Date: _____

Reviewed By

Date: _____

Authorized By

Date: _____

Important Notes:

- Ensure supporting documents like original invoices are attached with the voucher.
- All payment details should be verified before authorization.
- Vouchers must be sequentially numbered for proper record keeping.
- Supplier bank details should be double-checked for accuracy to prevent errors.
- This document serves as proof of payment and must be retained as per company policy.