

Company Name
Address Line 1, City, ZIP
Contact: (123) 456-7890

Miscellaneous Payment Voucher

Voucher No: MISC/2024/0012 Date: 2024-06-14
Payment To: Mr. John Doe Department: Administration

Particulars	Amount	Remarks
Stationery Purchase	\$50.00	For office supplies
Courier Charges	\$20.00	Urgent delivery â€" invoice #122
Total	\$70.00	

Amount (in words): Seventy Dollars Only
Purpose: Reimbursement of miscellaneous office expenses.

Prepared By

Checked By

Authorized By

Received By

- This voucher is to be used for payment of expenses not covered by regular vouchers.
- All supporting bills/documents should be attached with the voucher.
- Ensure proper approval before processing payment.
- Amounts should be written both in figures and in words.
- Cross check all particulars for accuracy before submission.