

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 – invoice #122
<b>Total</b>		<b>\$70.00</b>

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.