

XYZ Corporation Ltd.
123 Business Road
Your City, Country

PURCHASE PAYMENT VOUCHER

Voucher No.	PPV-2024-0456	Date	2024-06-25
Supplier Name	ABC Supplies Co.	Supplier Code	SUP-32019
Payment Method	Bank Transfer	Reference	Invoice #IN-3421

Payment Details

Description	Amount	Remarks
Payment for Office Supplies (May 2024)	USD 1,500.00	Complete
	Total	USD 1,500.00

Remarks

Payment made as per invoice provided by supplier. All materials received in satisfactory condition.

Prepared By

Checked By

Authorized By

Received By

- This voucher serves as proof of payment for purchase transactions.
- Attach all necessary supporting documents, such as invoices and delivery notes.
- Ensure all approvals are obtained before processing the payment.
- Retain this document for future audit and reference purposes.