

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     |
| <b>Total</b>                           |              | 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.