

Payment Voucher

Voucher No.:
PV-2024-0001
Date:
2024-06-11

Prepared By:
John Doe
Department:
Finance

Payee Name:
Acme Supplies Ltd.
Payee Account:
123-456789-00

Payment Method:
Bank Transfer
Reference:
INV-987654

Payment Details

#	Description	Account Code	Amount
1	Office Stationery Purchase	504001	650.00
2	Printer Ink Cartridges	504002	320.00
		Total	970.00

Remarks

Payment for office requisitions, as per attached invoice and delivery note.

Prepared By

Checked By

Approved By

Received By

Important Notes

- This voucher should be supported by relevant documents such as invoices, receipts, and approvals.
- All information must be reviewed and verified before processing payment.
- Ensure signatures are obtained from authorized personnel.
- Keep a copy of the voucher for audit and accounting records.