

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.