

Vendor Payment Voucher

Voucher No.: VPV-2024-0078

Date: 2024-06-25

Vendor Name: Acme Supplies Ltd.

Vendor Code: VND1023

Address: 123 Business Ave, City, Country

Contact: vendor@email.com, +1234567890

Bank Name: Global Bank

Account Number: 9876543210

Sr. No.	Invoice No.	Invoice Date	Description	Amount
1	INV-2024-1201	2024-06-15	Office Stationery Purchase	1,250.00
2	INV-2024-1213	2024-06-17	Printer Cartridges	700.00
Total				1,950.00

Payment Mode: Bank Transfer

Reference No.: TRX5698723

Remarks: Payment for June Supplies

Prepared By: John Doe

Checked By: Mary Smith

Approved By: William Clark

Vendor Signature

Authorised Signature

Accounts Dept.

Important Notes:

- Vendor Payment Voucher must be supported by corresponding invoices and approvals.
- Ensure all details are accurate before processing payment.
- This document serves as proof of payment made to the vendor.
- Retain a signed copy for both vendor and company records.