

# Supplier Settlement Payment Voucher

**Voucher No.**  
SSPV-2024-0221  
**Date**  
2024-06-25  
**Payment Method**  
Bank Transfer  
  
**Supplier Name**  
Alpha Supply Co.  
**Supplier Code**  
SUP-00345  
**Bank Account**  
123-456-789

**Invoice / Reference Details**

#	Invoice No.	Invoice Date	Description	Amount	Settled Amount
1	INV-2024-0501	2024-06-01	Raw Material Supply	2,800	2,800
2	INV-2024-0532	2024-06-10	Freight Charges	400	400
				<b>Total Settled</b>	<b>3,200</b>

**Remarks**

Payment is made in full for above-mentioned invoices.

Prepared By

Approved By

Received By (Supplier)

**Important Notes**

- This voucher serves as the official acknowledgment of payment to the supplier.
- All referenced invoices must be attached for verification and audit purposes.
- Any discrepancies should be reported immediately to the accounts department.
- The supplier's signature confirms receipt and correctness of the settled amount.
- Alteration or tampering with this document will render it invalid.