

# Cash Payment Voucher

Voucher No.: \_\_\_\_\_

Date: \_\_\_\_\_

Paid To: \_\_\_\_\_

Account Code: \_\_\_\_\_

Description: \_\_\_\_\_

Amount in words: \_\_\_\_\_

**Payment Details**

Particulars	Amount	Remarks
<b>Total</b>		

**Reason for Payment:**

\_\_\_\_\_

**Reference/Invoice No.:**

\_\_\_\_\_

\_\_\_\_\_

Prepared By

\_\_\_\_\_

Approved By

\_\_\_\_\_

Received By

\_\_\_\_\_

Date

**Important Notes:**

- This document serves as an official record of cash payment made for business purposes.
- All details and amounts entered must be accurate and authorized.
- Obtain proper signatures before processing or filing the voucher.
- Attach supporting bills or receipts for reference and audit.
- Keep the voucher securely for accounting and compliance purposes.