

Cash Payment Voucher

Voucher No.: _____
Date: _____

Paid To: _____

Account Code: _____

Description: _____

Amount in words: _____

Payment Details

Particulars	Amount	Remarks
Total		

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.