

**Company Name**

123, Business Ave, City, Country

Phone: (0123) 456 7890

Email: accounts@company.com

**CHEQUE PAYMENT VOUCHER**

<b>Voucher No.</b>	CPV-2024-0051	<b>Date</b>	2024-06-20
<b>Payee Name</b>	John Doe Supplies Ltd.	<b>Cheque No.</b>	000142
<b>Bank Name</b>	ABC Bank Ltd.	<b>Cheque Date</b>	2024-06-21
<b>Prepared By</b>	Alice Smith	<b>Department</b>	Accounts

**Payment Details**

Description	Invoice No.	Amount	Remarks
Purchase of Office Supplies	INV-08875	USD 740.00	June Supplies
Delivery Charges	DC-00122	USD 60.00	Express Delivery
<b>Total</b>		<b>USD 800.00</b>	

**Amount in Words**

Eight Hundred Dollars Only

Prepared By

Date: \_\_\_\_\_  
Checked By \_\_\_\_\_Date: \_\_\_\_\_  
Authorized By \_\_\_\_\_Date: \_\_\_\_\_  
Received By \_\_\_\_\_

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

**Important Notes:**

- Ensure all details match with supporting documents and cheque information.
- Authorization signatures are mandatory before payment is processed.
- Attach relevant invoices and receipts for transparency and record-keeping.
- Retain this voucher for audit and reference purposes.
- Edit or cancel only with valid management approval.