

Company Name

123, Business Ave, City, Country

Phone: (0123) 456 7890

Email: accounts@company.com

CHEQUE PAYMENT VOUCHER

Voucher No.	CPV-2024-0051	Date	2024-06-20
Payee Name	John Doe Supplies Ltd.	Cheque No.	000142
Bank Name	ABC Bank Ltd.	Cheque Date	2024-06-21
Prepared By	Alice Smith	Department	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
Total		USD 800.00	

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.