

Company Name

Electronic Payment Voucher

Voucher No:  
EPV-2024-045  
Date:  
2024-06-26  
Department:  
Finance  
Payee Name:  
John Doe  
Bank Account:  
\*\*\*\* \* 5678  
Payment Mode:  
Bank Transfer

Description

#	Details	Amount (USD)
1	Consulting Fee for May 2024	1,500.00
2	Reimbursement: Office Supplies	120.75
Total		1,620.75

Prepared By:  
Elena Smith  
Checked By:  
Michael Lee  
Approved By:  
Sophia Chan  
Payment Date:  
2024-06-27

Prepared By

Checked By

Approved By

Important Notes:

- This electronic payment voucher is an internal authorization for payment.
- Ensure all supporting documents are attached and validated before processing.
- Amounts must be reviewed and approved by respective authorities.
- This document serves as legal proof of payment and must be properly filed.
- Do not disclose sensitive payee or bank details to unauthorized persons.