

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.