

# Payment Voucher

Document No.: PV-2024-0456

**Acme Corporation**  
123 Main Street  
Cityville, Country  
Phone: (123) 456-7890

Date:	2024-06-20	Reference No.:	INV-3122
Payment Mode:	Bank Transfer	Cheque/UTR No.:	UTR98327465
Payee Name:	John Doe Solutions	Account No.:	0012345678
Bank Name:	ABC Bank	IFSC/SWIFT:	ABC0009821

#	Particulars / Description	Account Code	Amount
1	Consultancy Fee - June 2024	5021001	7,500.00
2	GST @ 18%	2081109	1,350.00

Subtotal	8,850.00
Less: TDS	900.00
<b>Net Payable (INR)</b>	<b>7,950.00</b>

**Amount in Words:** Seven Thousand Nine Hundred Fifty Only

Prepared By

Checked By

Authorized By

Receiver's Signature

**Important Notes:**

- All supporting bills and documents must be attached with the voucher.
- Ensure all payee and bank details are verified before processing payment.
- This voucher is valid only after authorized signatures.
- Maintain a copy of this voucher for audit and record purposes.
- Any alteration must be countersigned by the authorized person.