

# 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

**Net Payable (INR) 7,950.00**

**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.