

Cheque Payment Voucher

(Company Name)

Voucher No.: _____/2024

Date: ____/____/2024

Payee Name: _____

Cheque No.: _____

Bank Name: _____

Date of Cheque: ____/____/2024

Particulars / Description: _____

#	Account Head	Amount (Currency)	Remarks
1			
2			
3			

Total Amount: _____

Amount in Words: _____

Purpose / Notes: _____

Prepared By

Checked By

Approved By

- Ensure all details filled are correct before issuing the cheque and voucher.
- Supporting documents (bills, invoices) should be attached with this voucher.
- Signatures of all required personnel (Prepared, Checked, Approved) must be obtained.
- Voucher number must be unique and sequential for audit purposes.
- This document serves as a permanent record for cheque payments made.