

## **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.