

ABC Corporation Pvt. Ltd.
Cash Payment Slip

Slip No. CPS/2024/1005

Date 2024-06-07

Department Accounts

Paid To (Name) John Doe

Employee ID EMP-00456

Payment Description / Purpose Office Supplies Reimburse

Particulars	Amount (in USD)
Stationery	80.00
Printer Cartridge	120.00
Total	200.00

Amount in Words Two hundred US Dollars or

Prepared By

Verified By

Approved By

Received By

Important Notes:

- This slip must be duly approved and signed by authorized personnel.
- Attach all supporting bills/receipts with the slip for verification.
- Payment slips should be maintained and stored for accounting and auditing purposes.
- No payment should be made or accepted without completing this document.