

# 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
<b>Total</b>	<b>200.00</b>

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.