

Cash Salary Payment Voucher

Voucher No.: _____
Date: _____

Company Name: _____
Department: _____

Employee Name	_____	Employee Code	_____
Designation	_____	Month/Period	_____
Basic Salary	_____	Allowances	_____
Deductions	_____	Net Salary Paid	_____

Amount in Words: _____

Prepared By

Checked By

Approved By

Received By (Employee)

Important Notes

- This voucher serves as an official record of payment of salary in cash.
- All fields must be accurately filled and properly authorized.
- Employee's signature is mandatory as acknowledgment of receipt.
- Retain this document for company records and future reference.
- Ensure statutory deductions (if any) are properly reflected.