

# Monthly Consolidated Salary Payment Voucher

For the Month of May 2024

**Company Name:** Acme Solutions Pvt. Ltd. **Voucher No:** VCHR/2024/05/0012  
**Location:** Head Office **Date:** 31-May-2024

## Employee Salary Details

#	Employee Name	Emp. ID	Designation	Basic Salary	Allowances	Deductions	Net Salary	Signature
1	John Doe	EMP001	Accountant	30,000	5,000	2,000	33,000	
2	Jane Smith	EMP002	HR Officer	28,000	4,500	1,800	30,700	
3	Michael Lee	EMP003	Assistant	24,000	4,000	1,500	26,500	
			<b>TOTAL</b>	<b>82,000</b>	<b>13,500</b>	<b>5,300</b>	<b>90,200</b>	

## Prepared By:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Approved By:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- This voucher serves as an official record of monthly consolidated salary disbursements.
- Ensure all employee signatures are collected as proof of receipt.
- Any discrepancies should be reported to accounts/HR immediately.
- Retain this document for audit and compliance purposes.