

# 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	
TOTAL				82,000	13,500	5,300	90,200	

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.