

# Simplified Salary Payment Voucher

Voucher No: \_\_\_\_\_

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

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

## Employee Details:

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

## Salary Details

Description	Amount (USD)
Basic Salary	_____
Allowances	_____
Deductions	_____
<b>Net Salary Paid</b>	_____

Payment Mode:  Cash  Bank Transfer  Cheque

Remarks: \_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

Received By (Employee) \_\_\_\_\_

## Important Notes:

- This document serves as a formal record of salary payment to the employee.
- Ensure all fields are properly filled and authorized signatures are present.
- Retain a signed copy for company records and for the employee's reference.
- Any alterations to the voucher must be validated by the approver.
- Cross-check salary figures with payroll records for accuracy.