

# Bank Payment Voucher

For Expenses

**Voucher No.:** \_\_\_\_\_

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

**Account No.:** \_\_\_\_\_

**Payee Name:** \_\_\_\_\_

**Particulars / Description:**

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| <b>S. No.</b> | <b>Expense Head</b> | <b>Description</b> | <b>Amount (â‚¹)</b> |
|---------------|---------------------|--------------------|---------------------|
| 1             | _____               | _____              | _____               |
| 2             | _____               | _____              | _____               |
| <b>Total</b>  |                     |                    | _____               |

**Amount in Words:** \_\_\_\_\_

**Prepared By**

\_\_\_\_\_

**Checked By**

\_\_\_\_\_

**Approved By**

\_\_\_\_\_

**Received By**

- This voucher must be accompanied by original bills and supporting documents.
- Ensure all entries are filled out accurately before approval.
- Authorization signatures are mandatory at all designated places.
- Bank details and payee information should be verified carefully.
- Keep a photocopy for your records before submission to bank/accounts.