

Bank Payment Voucher

For Expenses

Voucher No.: _____
Date: ____/____/____
Account No.: _____

Payee Name: _____

Particulars / Description:

S. No.	Expense Head	Description	Amount (â,¹)
1	_____	_____	_____
2	_____	_____	_____
Total			_____

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.