

# Cash Payment Voucher

Voucher No.

CPV-\_\_\_\_\_

Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Prepared By

\_\_\_\_\_

Paid To

\_\_\_\_\_

Payment Mode

Cash

Purpose / Description

\_\_\_\_\_

\_\_\_\_\_

S.No.	Particulars	Account Code	Amount (₹)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
Total Amount (₹)			_____

Amount (in words)

\_\_\_\_\_

Received By

\_\_\_\_\_  
Signature

Authorized By

\_\_\_\_\_  
Signature

Issuer / Cashier

\_\_\_\_\_  
Signature

- Cash Payment Vouchers must be properly filled and authorized before disbursement.
- Attach supporting bills or receipts for all expenses recorded.
- Always mention the purpose and ensure correct account codes are used.
- Retain copies of this voucher for both accounting and audit trails.
- Signatures of receiver, authorizer, and cashier are mandatory.