

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.