

Prepaid Expense Payment Voucher

Document No.: _____
Date: _____

Payee Name: _____ **Department:** _____

Payee Address: _____

Payment Method: _____ **Prepared By:** _____

Prepaid Expense Details

#	Expense Description	Account Code	Period Covered	Amount
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Total				_____

Purpose/Remarks

Prepared By

Approved By

Received By

Important Notes

- Prepaid expenses should be properly documented and supported by valid receipts or agreements.
- Ensure the payment period and expense description are clearly indicated.
- All necessary approvals must be obtained before processing payment.
- Maintain this voucher for audit and record-keeping purposes.
- Regularly review prepaid accounts to recognize expenses appropriately.