

# Payment Voucher

Simple Template for Expense Payments

Voucher No.:

Date:

Paid To:

Address / Details:

Particulars / Description	Account	Amount
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**Total**

Remarks / Purpose:

Prepared By

Checked By

Approved By

Received By

**Important Notes:**

- Payment vouchers must be accurately filled out and properly authorized.
- Attach all supporting documents, such as receipts and invoices.
- Keep a copy of each payment voucher for audit and record purposes.
- Ensure amounts and account codes are double-checked before submission.
- This voucher should be used for expenses only, not for payroll or asset purchases.