

# Standard Payment Voucher for Expense

Voucher No.: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Payable To (Name): \_\_\_\_\_

Address: \_\_\_\_\_

## Expense Details

#	Description	Account Code	Amount	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
<b>Total</b>			_____	_____

Amount in Words: \_\_\_\_\_

Purpose / Reason for Payment:

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Prepared By

Checked By

Approved By

Received By

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- This voucher must be completed in full and all supporting documents attached.
- Ensure approval signatures are obtained before processing payment.
- Voucher serves as official record for expense transactions and audit purposes.
- Alterations or overwriting may invalidate the voucher.
- Keep a copy for department records.