

Vendor Expense Payment Voucher

Voucher No.:

Date:

Reference No.:

Vendor Name:

Vendor Code:

Contact Person:

Address:

Expense Details

#	Description	Invoice No.	Invoice Date	Amount	Remarks
Total					

Payment Method:

Bank Account No.:

Payment Due Date:

Narration/Notes:

Prepared By

Checked By

Authorized By

Vendor's Signature

Important Notes:

- This voucher must be attached with related invoices and supporting documents.

- All entries should be properly reviewed and authorized before payment processing.
- Ensure vendor bank details are accurate to avoid payment delays.
- Keep a copy of the voucher for audit and record-keeping purposes.
- Any alteration in the voucher should be countersigned by the authorized personnel.