

Expense Journal Voucher

Date: 2024-06-01

Voucher No.: EJV-0001

Payee Name: [Enter Payee Name] **Department:** [Enter Department]

Description: [e.g. Office supplies for June]

#	Account Code	Account Title	Description	Debit	Credit
1	6010	Office Supplies	Pens and papers	245.00	0.00
2	1001	Cash	Payment for supplies	0.00	245.00
			Total	245.00	245.00

Prepared By: [Name]

Checked By: [Name]

Approved By: [Name]

Signature:

Signature:

Signature:

Important Notes:

- Ensure all information, especially amounts and codes, are accurate before approval.
- Supporting documents should be attached for all expense entries.
- All vouchers must be authorized by designated personnel before payment.
- Retain this document for audit and internal control purposes.