

Journal Voucher

Voucher No.:	JV-2024-045
Date:	2024-06-14
Prepared By:	Jane Doe
Department:	Finance
Reference:	Expense Reimbursement - May 2024

Journal Entries

Account Code	Account Title	Description	Debit (USD)	Credit (USD)
6100	Office Supplies Expense	Purchase of printer cartridges	150.00	
6200	Travel Expense	Employee field visit	300.00	
2010	Accounts Payable	Vendors Payment		450.00
Total			450.00	450.00

Narration:
Being expenses for office supplies and employee travel, recorded as per supporting documents and payable to vendors.

Prepared By

Approved By

Checked By

Received By

Important Notes

- Journal Vouchers must be supported by valid documents (invoices, receipts, etc.).
- Ensure all debit and credit entries balance before posting.
- Approval is required from authorized personnel as per company policy.
- Reference numbers and descriptive narrations improve traceability.
- Retain copies for audit and compliance purposes.