

# Corporate Payment Voucher Ledger

Company Name: \_\_\_\_\_

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

Financial Year: \_\_\_\_\_

Date	Voucher No.	Payee	Payment Details	Amount (USD)	Account Code	Remarks
2024-06-01	PV-001	ABC Supplies Ltd.	Office stationeries	120.00	5001	Invoice #2103
2024-06-03	PV-002	XYZ Consultants	Consultancy fee (May)	800.00	6015	
2024-06-07	PV-003	John Doe	Travel reimbursement	250.00	7020	Conference trip
Total				1,170.00		

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

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

Approved By \_\_\_\_\_

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

Received By \_\_\_\_\_

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

**Important Notes:**

- All payment vouchers should be supported with proper documentation and approvals.
- Voucher numbers must be unique and follow a sequential pattern for tracking.
- Any corrections or amendments should be initialed by authorized personnel.
- This ledger should be reconciled regularly with the company's financial records.
- Retention of vouchers should comply with company policy and local regulations.