

Payment Voucher Ledger

Voucher No.: PV-2024-0089
Payee Name: John Doe Enterprises
Account Name: Office Supplies Expenses

Date: 2024-06-18
Prepared By: Anna Smith
Mode of Payment: Bank Transfer

Voucher Details

Date	Ledger Ref	Description	Debit (â‚¹)	Credit (â‚¹)
2024-06-17	INV-2244	Purchase of printer cartridges	7,800.00	
2024-06-17	INV-2245	Printer paper and office folders	2,200.00	
2024-06-18	ADJ-017	Cash adjustment		500.00

Total Paid: â‚¹9,500.00

Prepared By

Approved By

Received By

- Ensure all supporting invoices and receipts are attached with the payment voucher.
- Voucher must be approved and signed by authorized personnel prior to payment.
- Cross-verify ledger entries and amounts for accuracy and completeness.
- Keep the voucher as part of the company's official accounting records.