

Payment Voucher Ledger Format

Project Expenses Record

Project Name:	Eco Park Development	Project Code:	EPD-2024-008
Prepared By:	Jane Smith	Date:	2024-06-12
Period Start:	2024-06-01	Period End:	2024-06-12

Voucher No.	Date	Payee	Description	Account Head	Amount	Reference
PV-001	2024-06-02	ABC Supplies Ltd.	Purchase of construction materials	Materials	10,500	INV-2034
PV-002	2024-06-03	City Transports	Equipment transportation charges	Transport	2,150	RCPT-765
PV-003	2024-06-06	Sunshine Works	Labor wages payment	Labor	8,750	PAYROLL-JUN06
PV-004	2024-06-09	Quik Print	Printing project signages	Miscellaneous	950	INV-312
Total Expenses					22,350	

Important Notes:

- All vouchers must be attached with supporting invoices or receipts.
- Ensure each expense is authorized as per project guidelines before making payment.
- Ledger entries should be updated regularly to track project financials accurately.
- Any corrections to ledger entries must be signed and dated.
- This ledger acts as an official record for project expense audits.