

Payment Voucher Ledger

Company Name:
ABC Trading Co.

Date:
2024-06-24

Voucher No:
PV-001254

| Description | Account | Reference | Amount |
|----------------------------|-------------------|-----------|--------|
| Office Supplies Purchase | Office Expense | INV-4571 | 150.00 |
| Transport Allowance - June | Transport Expense | TA-683 | 80.00 |
| Internet Bill Payment | Utilities | UTIL-889 | 60.00 |
| Total | | | 290.00 |

Paid To: John Smith
Payment Method: Cash

Prepared By

Date: _____

Approved By

Date: _____

Received By

Date: _____

Important Notes:

- This voucher serves as a formal record for payments made by the company.
- All payment details and supporting documents should be attached or referenced.
- Authorized signatures are mandatory for the validity of the voucher.
- Ensure accuracy in entries to prevent discrepancies during audits.
- Retain a copy for accounting and compliance purposes.