

# 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
		<b>Total</b>	<b>290.00</b>

**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.