

Payment Voucher Ledger

Voucher No.: PV-2024-001

Date: 2024-06-16

Prepared By: John Doe

Payee Name: Jane Smith

Payment Method: Bank Transfer

Account Head: Office Supplies

#	Description	Reference	Amount
1	Purchase of printer cartridges	INV-6542	150.00
2	Purchase of paper stack A4	INV-6543	45.00
Total			195.00

Amount (in words): One Hundred Ninety-Five Dollars Only

Prepared By

Approved By

Received By

Important Notes:

- All vouchers must be properly authorized and supported by valid bills/invoices.
- Ensure that voucher numbers run in sequence for effective record keeping.
- Maintain copies of the payment voucher for both payer and payee as reference.
- Verify each entry for accuracy before obtaining signatures.