

Payment Voucher Ledger

Voucher No: PV-2024-0156 Date: 2024-06-20 Prepared By: Jane Doe

Payee Name: John Smith Account Code: 4021 Department: Finance

S/N	Description	Reference	Account Head	Amount (USD)	Remarks
1	Office Supplies Purchase	INV-4587	Stationery	120.50	Q2 Supplies
2	Local Transport Reimbursement	TR-2023-112	Transport	76.00	
3	Courier Expense	CR-9923	Courier Charges	25.75	Documents Delivery
Total				222.25	

Prepared By

Checked By

Approved By

- This voucher must be supported by valid bills, receipts, or invoices.
- All entries should be verified and approved by authorized personnel.
- Alterations in entries are not permitted unless countersigned.
- Keep this document safely as proof of payment and for audit trails.