

Itemized Purchase Voucher

Document No: PV-2024-0137

Date: 2024-06-17

Supplier Name: Acme Supplies Co.

Supplier Address: 38 Rose Street, Cityville

Prepared By: J. Doe

Department: Operations

Purchase Order Ref: PO-2237

#	Description	Item Code	Qty	Unit Price	Amount
1	Printer Ink Cartridge (Black)	IC-450B	5	36.00	180.00
2	A4 Paper Ream	AP-024	10	8.00	80.00
3	Desk Stapler	STP-17	2	12.00	24.00
Subtotal					284.00
Tax (7%)					19.88
Total					303.88

Prepared By

Approved By

Received By

Important Notes:

- Ensure all items and amounts are correctly listed before submitting for approval.
- Attach supporting documents such as supplier invoices or purchase orders as applicable.
- This voucher serves as the official record for posting transactions into the ledger.
- Signatures from all responsible parties are required prior to payment processing.
- Retain the original voucher for audit and reference purposes.