

# Purchase Voucher

(For Ledger Entry)

Voucher No. PV-001

Date

Supplier / Vendor

Enter Supplier Name

Invoice No.

Invoice Date

Ledger Name

Account Ledger Name

## Purchase Details

#	Description	Qty	Rate	Amount
1	Item Description			
2	Item Description			
Total				

Additional remarks...

## Remarks / Notes

Prepared By

Approved By

Received By

## Important Notes:

- Ensure all details are accurate before ledger entry.
- Attach original invoices or supporting documents.
- Voucher must be authorized and approved by designated personnel.
- Entries should comply with audit and accounting policies.
- Keep a copy of the voucher for future reference and auditing.