

# Purchase Voucher

(For Ledger Entry)

Voucher No.

Date

Supplier / Vendor

Invoice No.

Invoice Date

Ledger Name

## Purchase Details

#	Description	Qty	Rate	Amount
<input type="text"/>	<input type="text" value="Item Description"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Item Description"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Total</b>			<input type="text"/>

## 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.