

Manual Purchase Voucher

Sample Document

Voucher No: MPV-2024-001

Date: 2024-06-20

Supplier Name: Global Supplies Ltd.

Supplier Code: GS-3342

Department: Operations

Requested By: John Doe

Purpose: Purchase of office stationery

Payment Method: Bank Transfer

Purchase Details

#	Description	Quantity	Unit Price	Amount
1	A4 Paper (500 sheets/pack)	10	5.00	50.00
2	Ballpoint Pens (Blue, pack of 20)	5	3.20	16.00
3	Desk Notepads	12	2.50	30.00
Total				96.00

Remarks

The above items are urgently required for daily office operations. Please process the payment at the earliest.

Requested By

Date:
Verified By

Date:
Approved By

Date:

Important Notes

- Ensure that all required fields are filled out with accurate information.
- Manual Purchase Vouchers must be authorized by the designated approvers.
- Attach original supporting documents (invoice, quotations, etc.).
- Keep this document for future reference and audit purposes.
- Any alterations or corrections must be countersigned by the responsible authority.