

Purchase Voucher

Voucher No.

PV-2024-0051

Date

2024-06-19

Supplier Name

Acme Supplies Inc.

Bill/Invoice No.

INV-3420

Supplier Address

45 Market Ave., Downtown City

Payment Mode

Bank Transfer

#	Item Description	Quantity	Unit Price	Amount
1	A4 Printing Paper (Box)	10	18.00	180.00
2	Whiteboard Markers (Pack)	5	6.50	32.50
3	Document Folders	20	2.00	40.00
4	Stapler Machine	2	12.00	24.00
Subtotal				276.50
Tax (5%)				13.83
Total Amount				290.33

Important Notes

- Ensure supplier details and invoice numbers are accurate before processing.
- All item quantities and prices should match those on the supplier's original bill.
- This voucher serves as both a purchase and payment record; file accordingly.
- Attach supporting bills/invoices for company audit and tax purposes.
- Obtain required approvals and signatures as per company policy.