

## PURCHASE VOUCHER

Company Name Pvt Ltd

123 Avenue, Business City - 45678

GSTIN: 22ABCDE1234A1Z5

Phone: +91-12345 67890

Voucher No. : PV/2024/0678

Date : 10 Jun 2024

Supplier Name : Sunrise Traders

Supplier GSTIN : 29FGHIJ5678L3P2

#	Description of Goods	HSN/SAC	Quantity	Unit	Rate	Amount
1	Office Chair Model XT-55	9401	10	Nos	2,350.00	23,500.00
2	Desk Table Model DT-10	9403	6	Nos	4,100.00	24,600.00
						<b>Total</b> 48,100.00
						<b>GST @ 18%</b> 8,658.00
						<b>Grand Total</b> 56,758.00

Prepared By

Checked By

Authorised Signatory

### Important Notes:

- This voucher acts as documentary proof for purchase transactions.
- Ensure all supplier details are correct and GSTINs are properly mentioned.
- Attach all relevant purchase bills and supporting documents with this voucher.
- Amounts must be verified and approved by authorized personnel before payment.
- Retain this document for audit and compliance purposes.