

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
Total						48,100.00
GST @ 18%						8,658.00
Grand Total						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.