

ABC Enterprises Pvt. Ltd.

PURCHASE VOUCHER

Voucher No.: PV/2024/001

Date: 20-Jun-2024

Supplier Invoice #: INV/7853

Supplier Name: XYZ Supplies Co.

Contact: +91 9876543210

GSTIN: 22AAAAA0000A1Z5

#	Description of Goods	Qty	Unit Price	Amount
1	Office Chairs	10	₹12,500	₹125,000
2	Writing Desks	6	₹14,000	₹84,000
3	Whiteboards	3	₹11,500	₹34,500
Total				₹243,500
GST (18%)				₹43,830
Grand Total				₹287,330

Amount (in words): Sixty-Three Thousand One Hundred Thirty Rupees Only.

Remarks: All goods received in good condition.

Authorized Signatory

Important Notes:

- This voucher serves as proof of purchase for accounting and tax purposes.
- All supporting invoices and receipts should be attached with this voucher.
- Entries should be verified and approved by the authorized personnel only.
- Ensure all details are accurate before finalizing and filing this document.
- Any corrections must be countersigned by the authorized signatory.