

Purchase Voucher

Date: 2024-06-09

Voucher No.: PV-000187

Supplier Name: Acme Supplies Ltd.

Supplier Code: SUP-0244

Contact: info@acmesupplies.com

Phone: +1 234-567-8901

Bill No.: B-100415

Bill Date: 2024-06-08

Payment Terms: Net 30 Days

Reference: PO-7894

Item Code	Description	Qty	Unit	Unit Price	Discount	Amount	Ledger Account
ITM0012	Printer Paper A4	50	Ream	3.00	-	150.00	Office Supplies - 5020
ITM0048	USB Pen Drive 32GB	10	Pcs	7.50	5% (7.50)	71.25	IT Equipment - 6015
ITM0025	Toner Cartridge	4	Pcs	18.00	-	72.00	Office Supplies - 5020

Subtotal 293.25

Tax (8%) 23.46

Total 316.71

Important Notes:

- Ensure all item descriptions and ledger accounts are accurate for proper accounting entries.
- Purchase Vouchers must be authorized and matched with corresponding purchase orders and invoices.
- Any discrepancies should be reported to the accounting department immediately.
- This document serves as proof of purchase and allocation of costs to respective expense accounts.
- Retain for audit and compliance purposes as per company policy.