

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.