

# Simple Purchase Voucher

**Voucher No:** PV-00123  
**Date:** 2024-06-22  
**Supplier:** ABC Traders  
**Ledger Account:** Purchase A/c  
  
**Reference No:** INV-5678  
**Payment Mode:** Bank Transfer  
**Narration:** Office supplies for June

S.No.	Particulars	Quantity	Rate	Amount
1	A4 Paper Bundle	10	200	2,000
2	Printer Ink Cartridge	2	1,500	3,000
Total				5,000

Prepared By

Checked By

Authorized By

- All purchases should be supported by valid supplier invoices/bills.
- Ensure ledger account entries are accurate and properly classified.
- Voucher must be approved before payment is processed.
- Retain a signed copy for audit and accounting reference.
- Mention any applicable taxes or deductions as per law.