

# 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
<b>Total</b>				<b>5,000</b>

\_\_\_\_\_  
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.