

Fixed Asset Purchase Voucher

Voucher No.	_____	Date	___ / ___ / ____
Department	_____	Location	_____

Asset Name	_____		
Asset Code	_____	Category	_____
Supplier Name	_____	Invoice No. & Date	_____/____/____
Description	_____		

Asset Value Details

Item	Amount (â‚¹)
Asset Cost	_____
Tax	_____
Other Charges	_____
Total Amount	_____

Payment Method	_____	Cheque / Transaction No.	_____
Date of Asset Receipt	___ / ___ / ____	Asset Location	_____

Prepared By
Name: _____

Verified By
Name: _____

Approved By
Name: _____

Important Notes:

- All fields must be accurately filled and supporting documents attached.
- Ensure asset categorization is as per the company's fixed asset policy.
- Obtain necessary approvals before processing payment.
- This document serves as the basis for capitalizing the asset in financial records.
- Retain a copy for audit and compliance requirements.