

Payment Voucher

Voucher No.

Date

Reference

Payee Name

Payee Address

Payment Details

#	Description	Account Code	Amount
1			
2			
Total			

Amount in Words

Payment Method

Bank / Cheque No.

Prepared By

Approved By

Received By

Important Notes

- This voucher serves as proof of payment authorization and must be approved before processing.
- Ensure all supporting documents (invoices, receipts) are attached.
- Correct accounting codes must be indicated for proper ledger posting.
- Authorized signatures are required for validation.
- Retention of the voucher is important for audit and record-keeping.