

# Payment Voucher

Voucher No.

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Date

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Reference

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Payee Name

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Payee Address

## Payment Details

#	Description	Account Code	Amount
1			
2			
<b>Total</b>			

Amount in Words

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Payment Method

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Bank / Cheque No.

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Prepared By

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Approved By

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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.