

# Expense Payment Voucher for Vendor Services

Date

YYYY-MM-DD

Voucher No.

Auto / Manual

Vendor Name

Vendor ID

Vendor Address

Expense Details

Description of Service / Item	Quantity	Unit Price	Amount
<b>Total</b>			

Payment Method

Cash / Cheque / Transfer

Reference No.

Remarks

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Prepared By

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Approved By

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Received By

