

Official Payment Voucher

Voucher No.: _____

Date: _____

Reference No.: _____

Vendor Name: _____

Vendor Address: _____

Vendor ID: _____

Description	Quantity	Unit Price	Amount

Subtotal _____

Tax _____

Total Amount _____

Remarks / Purpose: _____

Prepared By
Date: _____

Checked By
Date: _____

Approved By
Date: _____