

# Payment Authorization Voucher for Vendors

## Vendor Information

Vendor Name

Vendor ID

Contact Person

Address

Email

Phone

## Payment Details

Date

Payment Method

Invoice Number

## Invoice/Payment Breakdown

Description	Quantity	Unit Price	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>

## Remarks / Purpose of Payment

## Authorization

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Prepared By

Name

Date

Checked By

Name

Date

Approved By

Name

Date