

[Company Name]
[Address Line 1]
[Address Line 2]
[Contact Info]

Voucher No: _____

Date: ____ / ____ / ____

Project: _____

Payment Voucher

Payee Details

Payee Name	[Payee Name]
Bank Name	[Bank Name]
Account Number	[Account Number]
Payment Method	[Cash / Bank Transfer / Cheque]

Expenditure Details

No	Description	Notes	Amount
1	[Description of Expenditure]	[Notes/Reference]	[Amount]
2	[Description of Expenditure]	[Notes/Reference]	[Amount]
		Total	[Total Amount]

Purpose / Remarks

[Purpose of payment / Additional remarks]

Prepared By

Checked By

Approved By

Received By

