

Sample NGO Organization

ABC Road, P.O. Box 000000, XYZ

Email: ngo@example.com | Tel: +0000 0 000000

Fax: +0000 0 000000 | Web: www.ngo-website.com

PAYMENT VOUCHER

Serial Number:	PV-2025-0012
Date:	6/1/2024
Paid To:	Abdi Ali
Amount:	USD 1,200
Cheque No:	CHQ-12345
Description:	Office supplies purchase

Prepared By

Amina Yusuf
Finance Officer

Approved By

Finance Head

Received By

Signature

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