[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Logo (Optional)]

Payment Voucher

Voucher No.: PV-[Sequential Number]

Date: [Date]

Payee: [Vendor/Supplier Name]

Address: [Vendor/Supplier Address]

Description: [Reason for Payment - e.g., Invoice #, Purchase Order #]

| Item No. | Description | Quantity | Unit Price | Amount |

|---------- |---------------------- |---------- |------------ |------------ |

| 1 | [Product/Service] | [Qty] | [Price] | [Amount] |

| 2 | [Product/Service] | [Qty] | [Price] | [Amount] |

| ... | ... | ... | ... | ... |

| | \*\*Subtotal:\*\* | | | [Subtotal] |

| | \*\*Sales Tax:\*\* | | | [Tax] |

| | \*\*Total:\*\* | | | [Total] |

Payment Method: [e.g., Check, Bank Transfer, Cash]

Check/Reference No.: [Number or Reference]

Prepared by: [Name/Signature]

Approved by: [Name/Signature]

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For Accounting Use Only:

Account Code: [Account Number]

Department: [Department]