

# Payment Voucher Template

**Voucher No.**

**Payment Date: / /**

## Company Information

Company Name:

Logo:

Address:

Contact Details:

## Payee Information

Payee Name:

Payee Type:

- Vendor
- Employee
- Other

Details (if needed): \_\_\_\_\_

## Payment Details

Amount (in numbers):

Amount (in words):

## Payment Method

- Cash
- Bank Transfer

Cheque

Bank Name:

Account / Cheque No.

**Purpose of Payment**

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**Attachments**

- Invoice
- Contract
- Purchase Order
- Other:

**Approvals & Signatures**

process	Role	Name	Signature	Date
Prepared By				
Reviewed By				
Approved By				
Received By				

**Additional Notes**

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