YOUR COMPANY NAME
PAYMENT VOUCHER

PV.......................

DATE: ……………………..

PAYMENT TYPE: **BANK/CASH** (Delete as applicable)   **CHQ NO**.: ......……………..

A/C NAME: ………………………………………………………….

PAID TO: ………………………………………………………….

AMOUNT: =N=………………………………………….. (………………….……………
(Amount in words)

………………………………………………………………………………………………

……………………………………………………………………………………………)

DETAILS/MEMO: ……………………………………………………………………

……………………………………………………………………………………………

ACCOUNT TO DEBIT: (1) ………………………………………………………….

(2) ………………………………………………………….

(3) ………………………………………………………….

(4) ………………………………………………………….

REQUESTED BY: **NAME**: …………………………. **SIGN**: ……………………………….

APPROVED BY: **NAME**: …………………………. **SIGN**: ……………………………

DETAILS OF CASH OR CHEQUE COLLECTION

CASH/CHEQUE COLLECTED BY: NAME: …………………………………………

SIGN./DATE: …………………………………………