

PAYMENT VOUCHER

Voucher Type: Payment		Mode:	Currency:	Status:	
BUSINESS / PAYER DETAILS			VOUCHER INFORMATION		
Business / Firm Name:			Voucher No.:	Date:	
Address:			Payment To:	Reference No.:	
Phone / Email / GSTIN:			Prepared By:	Approved By:	
PAYEE / BENEFICIARY DETAILS					
Payee Name:		Contact Person:	Phone No.:	GSTIN / PAN:	
Payee Address:			Bank Name:	Account / UPI:	
PAYMENT PURPOSE / NARRATION					
Ledger / Account Head		Department / Cost Center		Payment For Period	
PAYMENT DETAILS					
Sl. No.	Particulars / Description	Ledger Ref.	Amount	Tax / TDS	Net Paid
Amount in Words:			Gross Amount		
			Deductions / TDS		
			Net Amount Paid		
Cash	Cheque	Bank Transfer		UPI / Other	
Cash Ref.:	Cheque No.:	Bank / UTR No.:		Txn ID:	
Remarks / Supporting Notes			Attached Documents / Bills		
Prepared By		Authorized Signatory		Received By	

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