[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Payment Voucher

Recording a payment once it is approved: who was paid, how, against which invoice, and which accounts it was charged to.

Voucher details
Voucher number: _____
Date: _____
Payee: _____
Invoice or reference number: _____
Description of goods or services: _____
Bank account: _____
Narration: _____

Payment method
[ ] Cash **[ ]** Bank transfer **[ ]** Cheque

Accounts
Enter the debit account and the credit account for this payment. The two totals must agree.
(1) Account: _____ **Debit:** _____ **Credit:** _____
(2) Account: _____ **Debit:** _____ **Credit:** _____
(3) Account: _____ **Debit:** _____ **Credit:** _____
(4) Account: _____ **Debit:** _____ **Credit:** _____
Total: Debit: _____ **Credit:** _____
Total amount: _____
Amount in words: _____

Authorisation and receipt
Prepared by: _____
Signature and date: _____
Checked by: _____
Signature and date: _____
Approved by: _____
Signature and date: _____
Received by: _____
Signature and date: _____

Checklist
[ ] The invoice or reference number agrees with the supporting document.
[ ] The debit and credit totals agree and the amount in words matches the amount in figures.
[ ] The payment is recorded only after approval, and the bank or cash reference is written on the voucher.