[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.