[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. Add or remove table rows to fit your needs. 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	**[Voucher number]**
Date	**[DD Month YYYY]**
Payee	**[Payee name]**
Invoice or reference number	**[Invoice or reference number]**
Description of goods or services	**[Description of goods or services]**
Bank account	**[Bank account details]**
Narration	**[Narration]**

Payment method

	Cash		Bank transfer		Cheque

Accounts

Enter the debit account and the credit account for this payment. The two totals must agree.

Account	Debit	Credit
Total		

[Company name]

Total amount	**[Currency] [Amount]**
Amount in words	**[Amount in words]**

Authorisation and receipt

Prepared by	**[Name and role]**
Signature and date	
Checked by	**[Name and role]**
Signature and date	
Approved by	**[Name and role]**
Signature and date	
Received by	**[Name and role]**
Signature and date	

Checklist

Done	Check
	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.