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Payment Voucher Template - Version 1 (Simple)

Reusable payment voucher template for cheque, bank transfer and cash payments.

Business / Company Details	Document Details
Business Name: _____ Address: _____ GSTIN: _____ Phone: _____	Format Type: Payment Voucher Template Version: Simple Date: ____ / ____ / _____ No.: _____

Voucher No	Date	Payee Name	Payment Type	Reference No	Amount	Purpose	Authorized By
PV-201	01-06-2026	ABC Traders	Cash	REF-701	1700	Product A	Manager
PV-202	02-06-2026	Green Leaf Pvt Ltd	UPI	REF-702	2700	Service Package	Manager
PV-203	03-06-2026	Metro Supplies	Bank Transfer	REF-703	3800	Consulting Fee	Manager
PV-204	04-06-2026	Sunrise Enterprises	Cheque	REF-704	5000	Spare Parts	Manager
PV-205	05-06-2026	Global Retail	Card	REF-705	6300	Office Supplies	Manager
Total					**19,500**		

Summary / Notes	Authorization
Subtotal: _____ Tax: _____ Grand Total: _____ Notes / Terms: _____	Prepared By: _____ Checked By: _____ Authorized Signature: _____