

Cash Payment Voucher

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Payer	Example Office
Payee	Sample Supplier
Voucher / date	PV-EX-014 / 12 September 2026
Payment method	Cash
Amount in words	One thousand rupees only
Prepared by	_____
Approved by	_____
Received by	_____

Payment purpose	Supporting reference	Amount (INR)
Office stationery	Supplier bill EX-203	850.00
Local delivery	Delivery note EX-014	150.00
Subtotal		INR 1,000.00
Total paid		INR 1,000.00

Internal outgoing-payment record. Check the supporting bill and approval.

Amounts in words are entered and checked manually.