## Debit Voucher Format



**Voucher Number:** [Voucher No.]
**Date:** [Date]

**Issuer Details:**
Name of the Issuer: [Issuer's Name]
Address: [Issuer's Address]
Contact Information: [Issuer's Contact Number, Email]

**Payee Details:**Name of the Payee: [Payee's Name]
Address: [Payee's Address]
Contact Information: [Payee's Contact Number, Email]

**Transaction Details:**
Purpose of Payment: [Description of the payment purpose]
Amount in Words: [Amount in words]
Amount in Figures: [Amount in figures]
Payment Mode: [Cash/Cheque/Bank Transfer/Other]
Cheque/Transaction Number: [If applicable]
Bank Details: [If applicable]

**Accounting Details:**Debit Account: [Account to be debited]
Account Code: [Debit account code]
Credit Account: [Account to be credited]
Account Code: [Credit account code]

**Authorization:**
Prepared by: [Name & Signature]
Reviewed by: [Name & Signature]
Approved by: [Name & Signature]

**Remarks:**
[Additional information or remarks about the transaction]