## Debit Voucher Format

horizontal line

**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]