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]