

Payment Vouchers in Accounting

Voucher Number: PV-2023-001

Date: September 30, 2023

Payee Details:

Name: ABC Office Supplies Ltd.

Address: 123 Stationery Blvd, Office Park, New City, EC4M 7JN

Contact Information: (555) 123-4567, info@abcofficesupplies.com

Amount:

Total Amount: \$1,500.00 (One Thousand Five Hundred Dollars)

Purpose of Payment:

Payment for office supplies ordered in September 2023, including paper, ink cartridges, and office snacks, as per Invoice #98765.

Payment Mode:

Cheque

Cheque Number: 1023456789

Authorized Signatory:

[Signature Placeholder]

Jane Doe, Finance Manager

Account Details:

Debit: Office Supplies Expense Account

Credit: Bank Account

Supporting Documents:

Attached Invoice #98765 from ABC Office Supplies Ltd.

This voucher serves as authorization for the payment of \$1,500.00 to ABC Office Supplies Ltd. for office supplies purchased in September 2023. The payment, made by cheque, is documented and approved by the Finance Manager, Jane Doe, ensuring the transaction is recorded accurately in the company's financial records.