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**PAYMENT VOUCHER**

**Company LOGO**

Write company name here

Write company address here

Write company phone no here

Write company e – mail address here

Write company fax no here

Voucher No:

Pay to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Description** | **Account code** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

Requested by:

Authorized by:

Date by:

Date by:

**Cash / Cheque number**

Date:

Department: