EXAMPLE — a correctly completed payment voucher

Every field filled, both signatures present, and the transfer reference written back after payment.

PAYMENT VOUCHER

Malaysia · RM Company: _____ Bank a/c: _____

Voucher no.	PV-2026-0087
Date	21 / 08 / 2026
Paid to	Kilang Pembungkusan Maju Sdn Bhd
Being paid for	Carton boxes and tape — Invoice INV-4471, DO 2210
Expense category / account	Packaging materials
Payment method	Bank transfer (DuitNow)
Cheque / reference no.	TXN 8840119226
Amount (RM)	**1,240.00**
Amount in words	Ringgit Malaysia One Thousand Two Hundred and Forty Only

Attached: **[X] Supplier invoice** **[X] Delivery order / completion note** **[X] Proof of payment**

Prepared by	Approved by (not the preparer)	Received by (cash only)
Store clerk · 21/08/2026	Owner · 21/08/2026	—

Prepared by and Approved by must be two different people. Write the payment reference back on this voucher after you pay.

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Filed behind this voucher: the supplier invoice INV-4471, delivery order 2210, and the transfer confirmation.