PAYMENT VOUCHER

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

Voucher no.

Date

Paid to

Being paid for

Expense category / account

Payment method

Cheque / reference no.

Amount (RM)

Amount in words

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

Prepared by	Approved by (not the preparer)	Received by (cash only)

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

Free template from Niagawan — niagawan.com

cut here — print a stack and keep it with the cheque book

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