PAYMENT VOUCHER

Cash or bank

Voucher no.	Date	Mode	Cheque, UTR or UPI ref.
Paid to	Employee or vendor code	Department	Cash book folio

Sr.	Particulars	Account head (debit)	Bill no. and date	Cost centre	Amount
				Total paid	

Amount in words	Bills attached

Cash rules

Payments to one person in a day above ₹10,000 (₹35,000 for hiring goods carriages) must be made by account payee cheque, draft or an electronic mode, or the expense is disallowed under Section 36(4) of the Income-tax Act, 2025. Attach the original bill to this voucher.

Prepared by

Approved by

Received by (sign over revenue stamp if required)