**Payment Voucher Template**

PV No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Amount: | | Date: | |
| **Method of Payment** | | | |
| Cash: | | Check#: | |
| To: | | | |
| The Sum of: | | | |
| Being: | | | Payee: |
| Approved By: | Paid By: | | Signature |