**Payment Voucher Template**

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

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