

Sample Payment Voucher

A Payment Voucher (PV) is used to record the approval of payment and the accounting entries made in the General Ledger / Cash Book (Sub-section 3.4.4). The original invoice and PR should be attached to the PV to support payment.

<u>PAYMENT VOUCHER</u>			
The Incorporated Owners of XX Building			
			No. : _____
			Date : _____
Pay To :			
Account Code	Particulars	Debit HK\$	Credit HK\$
	TOTAL		

Bank Account :	Cheque No. :
Prepared by : _____	Signature : _____ Date : _____
Approved by : _____	Signature : _____ Date : _____
Recorded by : _____	Signature : _____ Date : _____