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**PAYMENT VOUCHER**

Write company name here

Write company address here

Write company phone no here

Write company e – mail address here

Write company fax no here

Department:

Reference No:

|  |  |  |  |
| --- | --- | --- | --- |
| Amount: | | Date: | |
| Method of Payment | | | |
| Cash: | | Check No: | |
| To: | | | |
| The Sum of: | | | |
| **Being:** | | **Payee:** | |
| Approved By: | Paid By: | | Signature: |