**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

Voucher No:

Date:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Code** | | **Particulars** | | | **Debit (HK$)** | **Credit (HK$)** | | |
|  | |  | | |  |  | | |
|  | |  | | |  |  | | |
|  | |  | | |  |  | | |
|  | |  | | |  |  | | |
|  | |  | | |  |  | | |
|  | |  | | |  |  | | |
| **Total** | | | | | |  | | |
|  | | | | | | | | |
| **Bank Account:** | | | | | **Cheque No:** | | | |
|  | | | | |  | | | |
| Prepared by: |  | | Signature: |  | | | Date: |  |
| Approved by: |  | | Signature: |  | | | Date: |  |
| Recorded by: |  | | Signature: |  | | | Date: |  |