

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.

PAYMENT VOUCHER

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 : _____