

EXAMPLE — a correctly completed payment voucher

Every field filled, both signatures present, and the transfer reference written back after payment.

PAYMENT VOUCHER

Malaysia · RM Company: Bank a/c:

Voucher no.	PV-2026-0087
Date	21 / 08 / 2026
Paid to	Kilang Pembungkusan Maju Sdn Bhd
Being paid for	Carton boxes and tape — Invoice INV-4471, DO 2210
Expense category / account	Packaging materials
Payment method	Bank transfer (DuitNow)
Cheque / reference no.	TXN 8840119226
Amount (RM)	1,240.00
Amount in words	Ringgit Malaysia One Thousand Two Hundred and Forty Only

Attached: [X] Supplier invoice [X] Delivery order / completion note [X] Proof of payment

Prepared by	Approved by (not the preparer)	Received by (cash only)
Store clerk · 21/08/2026	Owner · 21/08/2026	

Prepared by and Approved by must be two different people. Write the payment reference back on this voucher after you pay.
Free template from Niagawan — niagawan.com

Filed behind this voucher: the supplier invoice INV-4471, delivery order 2210, and the transfer confirmation.