

PAYMENT VOUCHER

Date

Payee

Prg	Prj	Item	Amount		V.L No
			Rs	Cts	

Prg	Prj	Item	Amount		V.L No
			Rs	Cts	

Date	Description of services rendered/ Work executed / goods supplied	Details of payment	Amount	
			Rs	Cts
		By Cheque/ Cash		
		X Entry (Credit)		
Authority for payment :		Total		
Reference to File :				

DR/DB/SAR/SAB/AR/AB

Name	Signature
------	-----------

Checked By :

Date

Signature of Receiver/ Date
On a stamp relevant to amount

Instructions

1. This form should not be used for Overtime, Travelling Claim, and Examination Claim for which special forms are available.
2. Expenditure must be certified by the Head of the Department/ Branch/ Unit and approved by the Vice Chancellor/ Rector/ Dean/ Registrar/ Bursar/ Librarian/ Works Engineer and other officers who have been delegated financial authority by the council of the Eastern University as per the Delegation of Financial Powers.
3. Authorizing office/ Approved officer/ Certifying officer should ensure the availability of financial provision for the particular expenditure.
4. To avoid delay in the payment the relevant officers should ensure that the particulars stated in the relevant document in this voucher are correct and complete.