## EASTERN UNIVERSITY, TRINCOMALEE CAMPUS PAYMENT VOUCHER

Payable within 30 days from the date of issue  Financial year: Payee  DEBIT(1) Vote									Serial I Vouche Cheque Date	er No			
Prg	Prj	Prj Item Amount \				l r	Prg	Prj	Item	Δn	nount V.L		
			Rs	Cts	No		1 1g	111	псш	Rs	Cts	No	
(II) LED	GER AC	COUNT N	0 :			<u> </u>							
Date Description of services rendered/								Details of Amount					
	Work executed / goods supplied					ıpplied		heque/	Rs	Rs Cts			
							Cash  X En (Crec	ıtry					
	ty for pa				Total								
Entered in the payment Register Folio:  Subject Clerk:  DR/DB/SAR/SAB/AR/AB  Prepared by: Checked By:  I certify from the personal knowledge/from the certificates in the relevant filt the above supplies/services/work were duly authorized and Rs:								performed and that the payment of					
accorda	nce with	h the Gov	ernment /	UGC re	egulation	s and financial manage have been recovered from	ement n	nanual o	f the Eas			Lanka	
I certify that the above expenditure has been charged to the correct vote/ accounts entered in the vote ledger and financial provision is available.								Signature and Designation of the certifying officer BURSAR/DB/SAB/AB  Passed for payment					
Signature/Vote certifying officer DB/SAB/AB								Bursar/Deputy Bursar					
Date									Date				
		on .				in respe		e above w		ice/ suppl	lies of		

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.