



**Trincomalee Campus**  
**Eastern University of Sri Lanka**  
**PAYING IN VOUCHER**

01. Received from.....  
(Name & Address to be entered here)

02. On account of.....  
(Nature of Deposit Collection Receipts etc. to be furnished)

03. Amount (in words) Rs.....  
.....  
(in Cash / by Cheque / pay Order / M.O / P.O / Bank Draft  
No).....

Date :..... Certified Correct

Prepared by :.....  
Signature of Head of Dept / Section  
With Official Rubber Seal

Date :.....

**FOR USE BY THE FINANCE BRANCH**

04. Cheque / Pay Order / Bank Draft / M.O / P.O / T.M.O /  
No:.....  
For a sum of Rs:..... had been duly entered in  
the Cheque any Money Order Register.

Date: .....  
Signature of Cash Book Clerk

**TO BE FILLED BY VOTES LEDGER / VR REGISTER CLERK**

No..... Account Code

Checked and found correct  
bank..... P.I.V No.....  
Account of the

Date.....

.....

Votes Ledger Clerk

**APPROVED**

**BURSAR**

05. The above said amount of Rs: .....is received  
.....  
SHROFF

Shroff's Receipt No : - .....  
Date : - .....