

Project-Specific Advance Payment Voucher

Voucher No.:	_____	Date:	____ / ____ / ____
Project Name:	_____		
Project Code:	_____	Client:	_____
Requested By:	_____	Department:	_____
Purpose/Description:	_____		
Amount (in figures):	_____	Currency:	_____
Amount (in words):	_____		
Payee Name:	_____	Payment Method:	_____
Expected Settlement Date:	____ / ____ / ____		
Approval and Acknowledgment			
Prepared By	Checked By	Approved By	Received By
Name & Signature Date: ____ / ____ / ____	Name & Signature Date: ____ / ____ / ____	Name & Signature Date: ____ / ____ / ____	Name & Signature Date: ____ / ____ / ____

Important Notes:

- This voucher must be used exclusively for specific project-related advances only.
- All supporting documents should be attached when submitting the voucher for approval.
- Settlement and submission of receipts must be completed by the expected settlement date.
- Unsettled advances may be deducted from payroll or further advances may be restricted.
- Ensure all mandatory fields are filled accurately to avoid delay in processing.