

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.