

Advance Payment Voucher

Company Name
Date: _____
Voucher No: _____

Paid To		Department	
Purpose			
Mode of Payment		Reference (if any)	

Description	Amount (in USD)
	Total

Amount in Words:

Prepared by

Checked by

Approved by

Received by

Important Notes:

- This document must be duly approved before any advance payment is released.
- All supporting documents must be attached for record and verification purposes.
- Amounts paid as advance must be accounted for and settled in due course.
- Alteration or overwriting on the voucher is not permitted.