

Project-Based Expense Payment Voucher

Voucher No: PBEV-2024-00123

Date: 2024-06-21

Project Name: New Office Renovation

Project Code: PRJ-0098

Department: Facilities Management

Payee Name: John Doe Supplies

Description: Payment for materials & labor costs related to partition installation.

#	Expense Description	Account Code	Amount (USD)	Remarks
1	Gypsum Boards	5201-01	800.00	Material purchase
2	Labor Charges	5210-04	500.00	Partition installation
3	Transport	5402-11	80.00	Material delivery
			1,380.00	Total Amount

Payment Method: Bank Transfer

Payee Bank Details: Account: 123-456-7890, Bank: ABC Bank, SWIFT: ABCDUS33

Prepared By

Name & Signature

Date

Approved By

Name & Signature

Date

Received By

Name & Signature

Date

Important Notes:

- All expenses must be supported by original receipts or invoices.
- Ensure project and account codes are correctly specified.
- Prior approval is required for all project-based payments.
- This voucher must be signed by all required parties before processing.
- Payments are subject to verification by the finance department.

