

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.

