

# Non-Salary Advance Payment Voucher

Voucher No.

Date

Department/Section

Payee Name

Payee Bank (if applicable)

Payee Account No.

Purpose / Description

## Advance Details

No.	Description	Amount	Remarks
1	<input type="text" value="e.g. Office supplies"/>	<input type="text" value="e.g. 200.00"/>	<input type="text" value="remarks"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Amount</b>		<input type="text" value="0.00"/>	

Advance  
Return Date

Supporting Document(s)

## Authorizations

---

Requested By  
Date:

---

Checked / Verified By  
Date:

---

Approved By  
Date:

#### Important Notes

- This voucher is strictly for non-salary advance payment requests only.
- All details must be completed and properly supported with relevant documents.
- Advance must be settled within the stated return date with necessary receipts or proof of usage.
- Approval must be obtained prior to the release of any funds.
- Unutilized balances are to be returned immediately upon completion of purpose.