

Non-Salary Advance Payment Voucher

Voucher No.

Enter voucher number

Date

Department/Section

Enter department or section

Payee Name

Enter payee name

Payee Bank (if applicable)

Enter bank name

Payee Account No.

Enter account number

Purpose / Description

State detailed reason for advance

Advance Details

No.	Description	Amount	Remarks
1	e.g. Office supplies	e.g. 200.00	remarks
2			
3			
Total Amount		0.00	

Advance Return Date

Supporting Document(s)

List attached documents

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.