

STANDARD NON-SALARY PAYMENT VOUCHER

Voucher No.

Date

Department

Payee Name

Payee Address / Details

Purpose / Description

Payment Details

Description	Amount	Account Code	Remarks
Total			

Mode of Payment

Cheque / Reference No.

	Prepared By
	Date:
	Checked By
	Date:
	Authorized By
	Date:
	Received By
	Date:

Important Notes

- This voucher is to be used strictly for non-salary payments only.
- All supporting documents (e.g. invoices, receipts) must be attached.
- Ensure proper authorization and verification before disbursement.
- Incomplete vouchers will not be processed.