

Project Expense Payment Voucher

Voucher No.

Date

 /

 /

Project Name

Payee Name

Department

Expense Details

No.	Description	Account/Category	Amount	Remarks
1.				
2.				
3.				
Total				

Payment Method

Cash / Bank Transfer / Cheque (circle one)

Payment Reference No.

Purpose / Justification

Prepared By

Name & Signature

Date:

Approved By

Name & Signature

Date:

Received By

Name & Signature

Date:

Important Notes:

- All supporting documents and receipts must be attached to the voucher.
- Ensure correct authorization is obtained before payment is made.
- Use a separate voucher for each settlement request.
- Double-check project codes and budget categories before submitting.
- Retain a copy of the completed voucher for audit purposes.