

Ref.....

Date.....

PV NO.....

## PAYMENT VOUCHER

Pay .....the sum of P.....

*Person/company to be paid*

(.....)

*Amount in words*

Being payment of.....

### Funds Use Breakdown

.....  
.....  
.....  
.....  
.....

VAT.....

TOTAL.....

Prepared by.....

Designation.....

Sign.....

For Official Use

Checked by.....

Sign.....

Approved/Disapproved

Comment.....

.....

Sign.....

Date.....

Name.....

*Authorizing Signatory*