



Expense

No(EC):.....

Name/Surname : ID No.:

No(A/C):.....

Department :

Issued Date :

[illegible]

Requested by :

Accepted by :

Approved by :

Payment Voucher

Date :

Voucher No.:.....

Pay to: ID No :

Methods of Payment

☐ Cash

☐ Bank Transfer, Bank name.....

☐ L/C

☐ Check No.....☐ Reimbursement.....

NB : The following (attached all Invoices and Supporting Documents)

- Positive: to be paid more to advance

- Negative: to be paid back from advancer

Paid by :

Received by :