**ROYAL TOUCH INTERNATIONAL SCHOOL LTD**

**STORE ISSUER VOUCHER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepare By: Date:**  **Designation :**  **ISSUE CHECK LIST** | | | | | |
| **AGES AND SIZES: AMOUNT/QTY ISSUED** | | | | | |
| **S/NO** | **NAMES OF STUDENT** | **CLASS** | **ITEMS ISSUED** | **UNIT** | **DATE & SIGNATUE** |
|  |  |  |  |  |  |

**ROYAL TOUCH INTERNATIONAL SCHOOL LTD ABUJA**

**FLOAT REQUEST VOUCHER**

**NAME­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACCOUNT CODE\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details/Expenditure made us per attached receipt** | | | | |
| **Being Payment For:** | | | **#** | **K** |
| TOTAL | | |  |  |
| **APPROVED FOR PAYMENT** | **AUTHORIDED BY** | **RECEIVED PAYMENT** | | |

**ROYAL TOUCH INTERNATIONAL SCHOOL LTD ABUJA**

**payment VOUCHER NO:**

**Payee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cach/Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque/Transfer No:\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Details** | **Amount** | |
| **#** | **K** |
| Amount in Words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **TOTAL** |  |  |

Debit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Received by | Name | Sign Date |
|  |  |



**ROYAL TOUCH INTERNATIONAL SCHOOL LTD**

**address**

|  |
| --- |
| **Goods Received Note** |

Supplier -------------------------------------------------- Date ------------------------------------------- Way B14 Number -----------------------------------

Order Number ------------------------------------------ Delivery Location ---------------------------- Cost-Centre -----------------------------------------

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S/N | Goods | Pack size | Price | Order Quantity | Delivered Quantity | Comments |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

Received by ------------------------------------------------------ checked by ----------------------------------------

1. Accounts/Finance dept. Copy
2. Supplier Copy
3. Stores
4. Book Copy (1)