**Arrange & Maintenance Payment Voucher Files**

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| **SUBJECT** | Arrange & Maintenance Payment Voucher Files |
| **RECORDER (Name Designation)** | Sajith Asanka – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 03/08/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

Label All the Payment Voucher Files including following details,

1. Company Name
2. Year & Month
3. No of the File (If there are more than one file for a month should be numbered as File No.01, 02 etc)
4. Names of the Bank A/C s that is included in to the relevant file
5. Opening Cheque Number and Ending cheque Number (If there are more than one bank a/c in same folder mention relevant cheque number ac wise)