

**FO 20 PAYMENT VOUCHER**

**VOTED PROVISION**

**THE JUDICIARY**

GlobalDimension1Code\_PVLines

PV No.: No\_Payments

PV Date: PVCreationDateTime\_Payments

LPO/LSO No: LPONo

Supplier Invoice No: SupplierInvoiceNo

Supplier No: ***AccountNo\_PVLines***

|  |  |  |
| --- | --- | --- |
| Payee Name and Address | Particulars | Amount (Kes) |
| Payee\_Payments | PaymentsNarration | TotalAmount\_Payments |
| Comm. of Domestic Tax | Withholding VAT of PV No. No\_Payments | WTVATAmount\_PVLines |
| Comm. of Domestic Tax | Withholding Tax of PV No\_Payments | WTaxAmount\_PVLines |
| Baricho Deposit Account | Retention of PV No.No\_Payments–Deposit Bank Account | RetentionAmount\_PVLines |
| Net Payable | | **TotalNetAmount\_Payments** |
| In Words: Number\_In\_Words | | | |

**Banking Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supp. No | Payee/Supplier Name | Payee Bank | Branch | Account No |
| AccountNo\_PVLines | AccountName\_PVLines | PayeeBankAccName\_PVLines | PayeeBankBranchName\_PVLines | PayeeBankAccountNo\_PVLines |
| TaxSupplierNo | TaxSupplierName | TaxBank | TaxBranch | 8910 |
| RetantionAccountNo | RetantionBankAccoutName | RetentionBank | RetentionBranch | 2318771859 |

**Certificates**

|  |  |  |
| --- | --- | --- |
| **Votebook Certificate/PV Entry** | **Examination & Validation** | **Authorization (HAU) Certificate** |
| I certify that the expenditure has been correctly entered in the Votebook and that adequate funds to cover it are available against the chargeable item as shown below; | Payment voucher examined and validated by; | I certify that the rate/price charged is according to regulations/contract, is fair & reasonable, that the expenditure has been incurred on proper authority and should be charged as under. Where appropriate all certificates have been completed. I hereby AUTHORIZE payment of the amount shown without alteration |
|  | *ExaminedBy* |  |
| *Insert Digital Signature here* | *Insert Digital Signature here* | *Authorizer\_Signature* |
| *DatePrepared*  *CreatedBy\_Payments* | *DateExamined* | *DateAuthorized*  *Authorizer* |
|  | | |

|  |  |  |
| --- | --- | --- |
| Chart of Accounts Distributions | | |
| SCOA Combination | **Admin. Unit** | **Amount** |
| 9011--00001001-1-0610009011-3111112-39605201-000 – Purchase of ERP Software | StationName | Amount\_PVLines |
| Display the code combination for 2% withholding VAT – Ledger item description | StationName | WTVATAmount\_PVLines |
| Display the code combination for 5% withholding tax - Ledger item description | StationName | WTaxAmount\_PVLines |
| Display the code combination for 10% retention - Ledger item description | StationName | RetentionAmount\_PVLines |

**Supporting Documents (*List as appropriate***

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Description of documents** | **Document Number** | **Document Date** |

***Other User Certificates as approved from Administrative Unit Workflows***

**APPROPRIATE ADMINISTRATIVE UNIT USER CERTIFICATE CONFIRMING WORKS, GOODS OR SERVICES DELIVERY**

I confirm that the above-mentioned supplier has satisfactorily offered/delivered the works/goods/services stated in the attached documents.

**Prepared by:**

**Name** .PreparedBy. **Signature** .PreparedBy\_Signature. **Date** .DatePrepared

**Confirmed by:**

**Name** .ExaminedBy. **Signature** …ExaminedBy\_Signature. **Date** .DatePrepared.

**AIE HOLDER CERTIFICATE**

I certify that the expenditure detailed above has been incurred for the authorized purpose and should be charged to the item shown here above.

**Signature** ………………………. **Designation** ……………………….… **Date** ……………………....



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