

**FO 21 PAYMENT VOUCHER**

**PVType\_Payments**

**THE JUDICIARY**

**StationName**

|  |  |
| --- | --- |
| Payee Name: Payee\_Payments  Address:  Mobile No: PayeeContact\_Payments  Email Address: | PV No.: PVNo\_Payments  PV Date: Date\_Payments  Receipt No:DepositReceiptNo\_Payments  Case No: CaseNo\_Payments  Case Citation:  Folio No:  Volume No: |

|  |  |  |
| --- | --- | --- |
| Payee Name and Address | Particulars | Amount (Kes) |
| Payee\_Payments  PayeeContact\_Payments | Payment made to the above-named payee being refund of Cash Bail deposited in Court vide Deposit Receipt No…DepositReceiptNo\_Payments…. attached. | TotalAmount\_Payments |
| In Words: Number\_In\_Words | | | |

**Banking Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supp. No | Payee/Supplier Name | Payee Bank | Branch | Account No |
|  | Payee\_Payments | PayeeBankName\_Payments | PayeeBankBrName\_Payments | PayeeBankAccNo\_Payments |

**Certificates**

|  |  |  |
| --- | --- | --- |
| **Deposits and Suspense Certificate** | **PV Examination & Validation** | **Authorization (HAU) Certificate** |
| 1. I certify that the amount of this payment has been captured in the system and that adequate funds previously received on this account have not been repaid; 2. I certify that proper reconciliation has been carried out and that this payment is advised by the reconciliation;   Net Deposit for Receipt: Kes.  Less:  Total Payment for Receipt: Kes. TotalAmount\_Payments  Total Payables for Receipt: Kes.  Less:  This Voucher Entry No. PVNo\_Payments Kes. TotalAmount\_Payments  Balance Kes. | Payment voucher examined and validated by; | I certify that the payment has been made on proper authority. Where appropriate a relevant certificate has been completed in the space provided overleaf.  I am satisfied that the amount of payment as shown above is proper charge to the item shown here below and hereby AUTHORIZE payment thereof without any alteration. |
| *PreparedBy\_Signature* | *ExaminedBy* | *Authorizer* |
| *DatePrepared*  *Accountant in Charge Deposit/Suspense* | *ExaminedBy\_Signature* | *DateAuthorized*  *Accounting Officer/Authorized Accountant* |
|  | *DateExamined* | *Authorizer\_Signature* |
|  | | |

|  |  |  |
| --- | --- | --- |
| Chart of Accounts Distributions | | |
| SCOA Combination | **Admin. Unit** | **Amount (Ksh)** |
| *GlobalDimension1Code\_PaymentsGlobalDimension2Code\_Payments* | StationName | TotalAmount\_Payments |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Document Description** | **Document Number** | **Document Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

APPROPRIATE CERTIFICATE

I certify that the payment is correct as per the court order issued.

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

Signature

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

Designation

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

Date



Tel: StationPhone StationEmail

PostalAddresswww.judiciary.go.ke