${txthead}

F.O.20 (Revised)

PAYMENT VOUCHER

**PAYEE: ${txtname}**



|  |  |  |
| --- | --- | --- |
| ***PARTICULARS*** | ***AMOUNT*** | |
| ***Sh*** | **Cts** |
| *${particular}* | *${payment}* | *00* |
|  | *${txtamount}* | *00* |

Amount payable (in words): ***${txtamount\_in\_words}***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PREPARATION****:*  ***PREPARED BY****:*  ***DATE****: ${txtdated}*  VOUCHER EXAMINED BY  *Date* | | | | *Internal Audit* | | | | |
| *VBC CERTIFICATE*    *I Certify that the expenditure has been entered in the Vote Book and that adequate funds to cover it are available against the chargeable item as shown below.*    *Item No ${txtvote\_id} Kshs. ${txtallocation}*  *Approved Estimates/Allocation-*  *Less: Total expenditure plus commitments Kshs.* ***${txtvote\_commited}***  *Balance Kshs.* ***${txtbal\_on\_commit}***    *Less: This ENTRY – Vch. No.* ${txtvoucher} *Kshs* ***${txtamount}***  *Balance Kshs.* ***${txttotal\_balance}***  *Date* ***${txtdated}*** *Signature*  *Accountant i/c VBC* | | | ***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 below.***  ***Signature***  ***Date***  ***AUTHORIZATION***  ***I certify that the rate/price charged is/are according to regulations/contract, fair and reasonable that the expenditure has been incurred on proper authority and should be charged as under. Where appropriate certificate overleaf has been completed. I hereby AUTHORIZE payment of the amount shown above without any alteration.***  ***Signature***  ***ACCOUNTING OFFICER***  ***Date*** | | | | | |
| *VOTE* ${txtvote} | | ***HEAD***  *${txthead}* | **SUB-HEAD**  *${txtsub\_head}* | | | | **ITEM:**  *${txtvoted\_item}* | |
|  | ***Account No.*** | | ***Dept. Vch. No.*** | | ***Station*** | ***CASH BOOK*** | ***AMOUNT*** | |
| ***${txtfy}*** | ***${txtvote}*** | | ${txtvoucher} | | **Vch. No.** | **Date** | Shs. | Cts. |
|  |  | ***${txtamount}*** | ***00*** |

**NON – AVAILABILITY REPAIRS TO MOTOR VEHICLES**

**I certify that Stores/Stationery could not be obtained from the I certify that the repairs have been completed and/or spares**

**Supplies Branch/Government Printer vide their fitted and entered in the vehicle log-book of GK**

**certificate attached.**

***Signature Designation Signature Designation***

**RECEIPT OF GOODS/STORES/CONTAINERS TRANSPORT HIRE**

**I certify that the items have been taken on charge and entered I certify that no Government Transport was available and**

**In Stores Ledger/Inventory Folio No. that the charges are reasonable and correct.**

**or recorded and issued for immediate use.**

***Designation***

**PURCHASE OF PETROL, etc. TELEPHONE ACCOUNTS**

**I certify that Petrol/Oil/Types/Batteries have been received and I certify that the cost of any private call has been/will be**

**Entered in the vehicle Log-book of GK and/ recovered from the persons concerned and the charge may be**

**Or in the Bulk Petrol Register, Folio No. Accepted against public funds**

***Signature Designation Signature Designation***

**SERVICES HOSPITALITY CLAIMS**

**I certify that the services have been rendered properly and in I certify that the officer availed himself of my hospitality/I**

**accordance with regulations/terms of the contract. Enjoyed the hospitality of the officer to the extent shown on**

**This claim while visiting on official duty.**

***Signature Designation Signature Designation***

**OTHER CERTIFICATE**

***Signature***

***Designation***

**Receipt not required when payment is made by cheque with form of receipts on reverse**

Received in payment of the account stated on the face hereof the sum of

Sh. Cts

(sh cts )

Witness

Date , 20 Signature or Thumbprint

**F. O. 20**

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