

Payment Voucher Record - Office Expenses

Voucher No.

Date

Payee Name

Department

Purpose / Reason

| No. | Description of Expense | Account Code | Amount | Remarks |
|-------|------------------------|--------------|--------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| TOTAL | | | | |

Amount in Words

Notes

Prepared By

Approved By

Received By