පේරාදෙණිය විශ්ව විද්‍යාලය
UNIVERSITY OF PERADENIYA

PAYMENT VOUCHER

Important – (In order to procession the voucher, please ensure that appropriate cages are duly filled)

Mode of payment – Cash ☐ **Cheque** ☐　　　　　**Date** _____

Vote No _____　　　　　　　　　　　**Voucher No** _____

UPF No/ Student Reg. No. / Supplier Code …………………………………………　**Cheque No** _____

Payable to ………...

Date	Detail description of the service rendered, work executed of goods supplied & certificate of approving officer, where necessary	Rate	Amount	
			Rs.	**Cts.**
	Authority for payment and reference to file :…………………………			
Total amounts in words: Rupees……………………………………………………………		**Total**		

All Documents are correct, voucher prepared by :	Checked whether the payment had been duly authorized ,the amount & ledger folio are correct:
Name : .... Signature: .... Date :	Name : .... Signature: .... Date : …………………………......................................

I recommended that the above supplies*/ services*/ works*were duly authorized and performed & drawer is correct. …………………………………………..　　………………… **Signature of the Recommending Officer**　**Date** **(Head of the Dept./Registrar/Bursar/DR/** **SAR/AR)**	I approved the above payment. …………………………………………...　　……………………… **Signature of the Payment Approving**　**Date** **Officer (Vice-Chancellor/Dean/** **Registrar/DR/SAR/AR)**

Certification of the Payment

I Certify from personal knowledge*/from the certificate in the relevant files*/ that the above supplies*/ services*/ works* were duly authorized and performed and the payment of Rupees ………………….. and cents ……………… is in accordance with regulations*/ contract*, fair and reasonable.

Signature of the Certifying Officer (Bursar/DB/SAB/AB): ……………………………….　　Date : …………………………………

I certify that the supplies*/ services*/ works* relevant to this payment was received & entered to the ledger. Page No ……….. of the stock ledger.

Name: …………………………………..　　Signature: …………………………………　　Date: …………………………...

Cheque printed by –Name:……………………………　Signature: …………………………………　Date: …………………………...

Name of the Paying Officer: ………………………………　Signature: …………………………………　Date: …………………………...

Received this …………………… day of ……………… 20 …………... in payment of the Account, on above the sum of Rupees ……………………………………………………………………………….. and cents ………………………………

Signature of the Receiver: ………………………………….　　　　Date: …………………………...........................

*Note – Strike out words inapplicable