

Uva Wellassa University



Advance Payment Voucher

Name of the Officer Requesting Advance : Account Code :
Designation : Cheque No :
Division : Voucher No :

Section - A

Please grant a sum of Rs. : In Words :
Name of the Expenditure/ Project Name/ Vote :
To be utilized for the under mentioned program/ Procurement :

| No. | Item Description | No. of items (if applicable) | Unit Price (if applicable) | Total Value Rs. |
|-----|------------------|---------------------------------|-------------------------------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| | Total | | | |

I agree to settle the advance immediately on completion of program/ procurement or within a period of 30 days whichever comes first

.....
Signature of the Requesting Officer

.....
Date

Section - B

Recommendation

I have carefully examined the expenditure items, rates etc. and have made necessary alterations as shown above the request recommended.

| | |
|--------------------|-------|
| Amount Requested | Rs. : |
| Amount Recommended | Rs. : |
| Recommend by | |
| Date (DD/MM/YY) | |

Section - C

Payment Approved by

.....
Signature of the Approving Officer

.....
Date

Payment Certified by

.....
Signature of the Certifying Officer

.....
Date

Section - D

Received a sum of Rs.: In Words :

.....
Signature of the Requesting Officer

.....
Date