Payment Voucher

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BRANCH:** |  | | | |
| **DATE:** |  | |  | **CHEQUE NO:** | |  |
| **NAME OF CLAIMANT:** | |  | | | | |
| **ADDRESS OF CLAIMANT:** | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PARTICULARS | CODE | AMOUNT (NET) | GST | AMOUNT (GROSS) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Attach any other relevant documents | TOTAL | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | **SUMMARY** | |
|  | |  | **CODE** | **NET $** |
| **PREPARED / CHECKED:** | |  |  |  |
| Recommended: |  |  |  |  |
| Authorised: |  |  |  |  |
| Ready for payment: |  |  | GST |  |
|  |  |  | TOTAL | **$** |

|  |
| --- |
| CHEQUE SIGNED BY: |
|  |
|  |

|  |  |
| --- | --- |
| Payment received: |  |
|  | Signature |
|  |  |