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 |
|  |  |