

Payment Voucher for the transactions where an official bill cannot be taken

❖ You can print this as a book and use for such transactions instead of taking a letter

Letter Head of the Union

Serial No.....

Date

Name of the Seller/ Service Provider

Address

Name of the Shop (if any)

NIC No Contact No

Description of the Transaction

(Full description should be given here with the amount paid)

I hereby certify that I received the full payment for the above Transaction
(Signature of the seller)

I hereby certify that I made the full payment for the above Transaction
(Signature of the Junior Treasurer)

I hereby confirm the above Transaction and the Payment made
(Signature of the Senior Treasurer)

Seal of the Society

For deleted bills

1. You can get a photocopy and paste both on the sheet. OR
2. Use a stamp Seal as follows

FOR ERASABLE BILLS	
Name of the seller	
Contact No of the seller	
Transaction	
.....	
.....	
Amount	Date
Signature of the Senior Treasurer	