

Payment voucher

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Voucher no.	P/
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Office	
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Date	
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Paid to	
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B/T Ref.	
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Transaction description	Code 1	Code 2	Code 3	Receipt	Payment

Authorisation reference	
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Voucher total:

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Signature of payee	
or	
Receipt attached ()	

Prepared by		
Authorised by		
Approved by		