



**Trincomalee Campus
Eastern University of Sri Lanka
PAYING IN VOUCHER**

01. Received from.....
(Name & Address to be entered here)

02. On account of.....
(Nature of Deposit Collection Receipts etc. to be furnished)

03. Amount (in words) Rs.....
.....
(in Cash / by Cheque / pay Order / M.O / P.O / Bank Draft
No).....

Date :.....

Prepared by :.....

Date :.....

Certified Correct
.....
Signature of Head of Dept / Section
With Official Rubber Seal

FOR USE BY THE FINANCE BRANCH

04. Cheque / Pay Order / Bank Draft / M.O / P.O / T.M.O /
No:.....

For a sum of Rs:..... had been duly entered in
the Cheque any Money Order Register.

Date:

.....
Signature of Cash Book Clerk

TO BE FILLED BY VOTES LEDGER / VR REGISTER CLERK

No..... Account Code

Checked and found correct P.I.V No.....
bank..... Account of the

..... Date.....

Votes Ledger Clerk

APPROVED

BURSAR

05. The above said amount of Rs: is received

.....
SHROFF

Shroff's Receipt No : -

Date : -