

CENTRAL UNIVERSITY OF GUJARAT

Sector - 30, Gandhinagar - 382 030

PAYMENT VOUCHER

CBI:
Maintenance Account
Student Account
Deposit Account
Project Account
OBC :
Maintenance Account

Voucher No.....
Month / Year

Please arrange to pay Rs.....to.....
towards invoice No.....Dated.....(enclosed in original)
under the Sub-Head / Heads.....of the Financial estimates for the Year.....

Date	No. of Voucher / Sub Voucher	Particulars	Amount	
			Rs.	P.

DEBIT HEAD

1.....A/c Rs.....
2.....A/c Rs.....
3.....A/c Rs.....

CREDIT HEAD

1. Bank A/c.....A/c Rs.....
2. Bank A/c.....A/c Rs.....
3. Bank A/c.....A/c Rs.....

Verified, checked & passed for payment of Rs.....
Rupees.....

towards payment of adjustment of advance of
Rs.....
taken vide cheque No.....dated.....

Dean of School / Chairperson
of Center / Head of Deptt.
Authorised Signatory

Dealing Asst./S.O (A/c)

Asst./Deputy/Finance Officer/OSD(F & A)

PAID
Cash / Cheque No.....
Date :
Rs. :

Asst./Deputy/Finance Officer/OSD(F & A)

Particulars to filed in by office of the Dean / Chairperson of Centre / Head of Department

1. Purchase / Adjustment of Advance of..... Nos. of @ Rs.....each was approved by.....date.....vide Notes at page.....of File No.....
2. The articles have been purchased after calling quotations and the purchases for bills have been received in good order and according to the specifications mentioned in the supply order, their quantities are correct and quality good The rates paid are not in excess of the accepted market rates and suitable notes of payment have been recorded against the indents and invoices concerned to avoid double payment.
3. All overhead charges i.e. loading, sales tax, income tax, V.A.T., Service Tax, WCT, etc as claimed by the suppliers, are in accordance with their quotation as accepted and that these have not been paid for separately.
4. The freight and other charges mentioned in the bill have been verified and found to be correct.
5. The officer who has signed the vouchers attached to the bill is authorized to do so.
6. Rates of Sales Tax, Income tax, VAT, Service Tax, WCT etc, charged by the firm have been verified and are correct and that the goods in question are not such have have been exempted under Central Sales Tax Act.
7. The expenditure included in the bill could not. with due regard to the interest of the University, be avoided, Sub Voucher for all the sums are attached to this bill.
8. All the articles detailed in sub-vouchers attached to the bill have been accounted for in the respective Stock Register / Asset. Register / History Sheet.
9. The Balance under the head of expenditure in Rs..... according to the books of the department before payment of the bill under reference.
10. Vouchers of more than the value of Rs.5000/- each have been affixed with a revenue stamp of Re.1.00
- 11.
- 12.
- 13.
- 14.
- 15.

Dean of School / Chairperson of Centre /
Head of Department
OSD (F & A)

Date