

# Utility Charge Payment Voucher

Voucher No: \_\_\_\_\_

Date: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Utility Service Type: \_\_\_\_\_

Account No: \_\_\_\_\_

Details of Utility Charges

Description	Period	Amount	Remarks
Total			

Amount in Words: \_\_\_\_\_

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Checked By

\_\_\_\_\_  
Approved By