

Sub-voucher No.: \_\_\_\_\_

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

PURPOSE:-

- 1) Rates are competitive
- 2) Goods are received in good condition
- 3) The goods are not exempted from sales tax and that the tax charged is correct
- 4) The work done is satisfactory and worth the amount paid for
- 5) The sanction of the Competent Authority to the expenditure not exceeding Rs.1,000/- has been obtained and kept on record and the same has been endorsed with remarks 'SANCTION EXHAUSTED'.

The amount is paid by me  
to the proper person

Signature

Head of the Division / Section

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Drawing & Disbursing Officer