

Payment Requisition Voucher¹ (PRV)
Voucher No:

.....

 Please Pay
recipient).....

.....

 Invoice No.....Amount (RWF/ USD / INR / GBP/ RAND / EURO) in
figures.....

 Amount in
words:.....

.....

.....

.....

.....

Description of Items and Services (Payment in Respect of)

Qty	Description of Items and Services	Currency	Amount
Total			

Payment Allocation and Posting:

Budget Line		Cost Centre	
Expenditure Category ² :			

Authorization:

	Requested By:	Authorized By (Line Manager ³):	Approved By ⁴ :
Name			

¹ Cheque and Petty Cash Payment Requisitions

² Category: Goods (1); Works (2); Consultancy (3); Operating Costs (4); Refund of PP Advances (5) and Unallocated (6) Development (7)

³ Line Manager -Person requisitioning | Head of Unit

⁴ Head of Finance

Position			
Signature			
Date			