



Khwahish Sewa Society-KHASS

V.P.O.Takarla, District: S.B.S. Nagar, Punjab, INDIA – 144521, Ph.: 9463613708

Email: Khwahishtoserve@gmail.com, Website: www.khwahishtoserve.com

Payment/Expense Claim Voucher

Date:		Voucher Number:			
Name:					
Address:					
Phone Number:			Email:		
Purpose of Expense: Office Rent					
Sr. No.	Date	Description of Expense	Quantity	Rate (₹)	Total Cost (₹)
				Sub Total	
				Less cash Advanced	
				Total Due	

Payment Received by: (Name):

Signature _____

For Office Use Only (Approval):

Date	Cheque Number	Signature Chairperson/General Secreta	Signature Treasurer
24.02.2020			