

Haramaya University
Finance & Budget Division
Suspense Voucher

Date _____

To: Finance & Budget Division

From: _____ Signature _____

Department _____

Please advance me the sum of Birr _____

For the purpose of _____

I declare that will settle the amount within the period allowed by the Finance office and agree to be deducted from my salary including any penalties if I fall to settle within the stipulated period.

Receivable Section

Budget Office

Finance & Budget

NB: the suspense voucher has to be accompanied with necessary supporting documents.

For Cash Office use Only

I, Ato/Wro/Wrt/Dr/Mr _____

Have received amount of Birr _____

_____ From the Cashier _____

_____ For the above mentioned purpose.