# Expense Voucher

<table>
<thead>
<tr>
<th>Nature of Expense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount in Figure (Rs.):</td>
<td></td>
</tr>
<tr>
<td>Amount in Words:</td>
<td></td>
</tr>
<tr>
<td>Paid to (Vendor Name):</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Principal</th>
<th>Vice Principal/ Head Teacher</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Voucher No.</th>
<th>Date</th>
</tr>
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<tbody>
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