## Record of cash & cheques received

Complete this form if you have received cash and cheques.

If the cash or cheque are for payment of a sales invoice, complete section A, if they are to be credited to a code complete section B.

credited to a code of	ompiete section B.						
You can send chequin Sussex House, at I		ash <u>must</u> be b	orought i	n perso	on to the Incor	me Team counter	
Delivered/Sent by:					(Signature)		
Name in Block Caps:					Date:		
Section A							
Date Payment Received	Invoice Number	Customer ID (Finance System)		Cash £		Cheque £	
Totals							
Section B			1				
Date Payment Received	Details	Cash £	Cheque £		Account code	Sub-project	
Totals							
TULdis							