

To: **Cashier's Office**

Date: _____

From: _____

Dept/School: _____ Ext: _____

Please complete all sections

Cheque details:

| | | | | |
|---|-----------------|--|---|---|
| Customer name: _____ <small>(name of drawer)</small> | FO Use Only | Amount | | ★ |
| | Transaction no: | £ | p | |
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| <small>(If more names please attach separate list)</small> | | | | |
| Receipt: Yes <input type="checkbox"/> ✓ Record <input type="checkbox"/> ✓ <small>(copy of this document with receipt nos)</small> No <input type="checkbox"/> ✓ | Total Cheques £ | | | |
| <small>(Income will not be credited to operating budgets other than for minor items or advances)</small> | | | | |
| Attached are: a) Copy of letter(s) from Dept/Sch inviting income <input type="checkbox"/> ✓ b) Other voucher/correspondence <input type="checkbox"/> ✓ | | | | |
| | | No: of cheques attached: <input style="width: 50px;" type="text"/> | | |

| | |
|----------------------------|-------|
| Purpose of payment: | _____ |
| | |
| | |

Codes to be credited:

| ★ | Account Code | Project | VAT Code* | £ | p | Sales VAT Code Table* <small>Only those listed below can be used</small> |
|---|--------------|---------|-----------|---|---|--|
| A | | | | | | SG - Standard rate (Gross) |
| B | | | | | | SE - Exempt |
| C | | | | | | SO - Outside Scope |
| D | | | | | | SZ - Zero Rate |
| E | | | | | | |
| F | | | | | | |
| G | | | | | | |
| H | | | | | | |

Reimbursement on expenditure codes requires additional info: ie: product code, resource no.; journey reason, phone no, section, etc. Please enter relevant details in box below:

| |
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Finance Office Use Only

Batch: