#### CHEQUES RECEIPT FORM Sheet No:

**IMPORTANT! DO NOT MIX CASH AND CHEQUES ON THE SAME FORM**

**Department: Dates:**

Receipt No.[s]: enter green receipt numbers here

Please receive the following cheques:

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| AccountXXXX | Analysis CodeXXXXX | WorkorderXXXXXXXX | ProductXXXXX | InterCo AccountXXXX | InterCo IDXX | Vat Code | Reference | Gross Amount £ |
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Signature

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###### FOR CASH OFFICE USE ONLY

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| Received from | By Cheque | Total | Date | Reference |
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 **Sheet No: 2**