#### 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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| Account  XXXX | Analysis Code  XXXXX | Workorder  XXXXXXXX | Product  XXXXX | InterCo Account  XXXX | InterCo ID  XX | Vat Code | Reference | Gross Amount  £ |
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Date

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**