

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.

You can send cheques in the post, but cash **must** be brought in person to the Income Team counter in Sussex House, at least once a week

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

Date Payment Received	Details	Cash £	Cheque £	Account code	Sub-project
Totals					

Received by Print Name Date.....