



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 |
|-----------------------|---------|--------|----------|--------------|-------------|
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| | | | | | |
| | | | | | |
| Totals | | | | | |

Received by Print Name Date.....