

How to complete the 'Record of cash & cheques received' form

Section A (example):

Completing the form for cash and cheques for payment of a sales invoice

- A. Date UoS received the funds
- B. Invoice number payment relates to
- C. Customer ID (Finance System) the payment relates to
- D & E. Amounts of cash (D) and cheques (E) being deposited with the Income Team

Record of cash & cheques to be taken to the Income Team, Sussex House

Delivered/Sent by: (Signature)

Name in Block Caps: Date cash/cheque taken to Income team:

Date Payment Received A	Invoice Number B	Customer ID (Finance System) C	Cash £ D	Cheque £ E
05/02/2018	1445535	Brighton Dome & Festival – C103065	100.00	100.00
06/02/2018	1156175	R Smith - 188650		137.50
Totals			100.00	237.50

Received by Print Name Date.....

Section B (example):

Completing the form for cash & cheques crediting a code

- F. Date UoS received the funds
- G. Full details of what the payment relates to
- H. & I. Amounts of cash (H) and cheques (I) being deposited with the Income Team
- J. & K. Account code (J) and sub-project (K) where the monies will be coded

Record of cash & cheques received form to be taken to the Income Team, Sussex House

Delivered/Sent by: (Signature)

Name in Block Caps: Date cash/cheque taken to the Income team:.....

Actual Date Payment Received F	Details G	Cash £ H	Cheque £ I	Account Code J	Sub-project K
01/02/2018	Sport membership	100.00		1254	CE007-01
02/02/2018	Graduation ticket		25.00	1418	DJ002-02
Total		100.00	25.00		

Received by (Print Name)

Date.....