

MANUAL CHEQUE REQUEST

Date:

Cheque No:

Payee:
 Address:

Payment Detail	£	p
TOTAL		

DEBIT												
Co	Cost Centre						Expense Code				Value	
4												
4	8	7	0	0	2	6	3	5	2	6	(VAT)	00
CREDIT												
4	0	0	1	0	0	0	B	1	0	0		00

Requested By: _____

Approved By: _____