

Cheque Payment Summary Sheet

Date:
2024-06-27
Reference No.:
CP-1025

Prepared By:
Jane Doe
Department:
Finance

#	Payee Name	Cheque No.	Bank	Amount	Remarks
1	ABC Suppliers	005617	Bank of Example	10,500.00	Invoice #8927
2	XYZ Traders	005618	Bank of Example	6,250.00	Service Payment
3	Fast Motors	005619	Bank of Example	4,800.00	Vehicle Repair
	Total			21,550.00	

Prepared By

Reviewed By

Approved By

- Important Notes:**
- Ensure all cheque details match the supporting documents.
 - This sheet must be reviewed and approved before cheque distribution.
 - Retain a copy of this summary for audit and record-keeping purposes.
 - Any corrections must be initialed and dated by the authorized person.