

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.