

Company Cheque Payment Slip

Document Reference: CPS-2024-001

Company Name: Example Corporation Pvt. Ltd.
Address: 123, Business Avenue, City Name, Country
Phone: +1 234 567 8900 **Email:** accounts@example.com

Payment Details

Date Issued	06 June 2024	Cheque No.	00012345
Payee Name	ABC Supplies Co.	Bank Name	XYZ National Bank
Cheque Amount	USD 2,300.00 (Two Thousand Three Hundred Only)		
Payment For	Office Supplies - Invoice #5678		
Account Code	OF-SUP-2024	Prepared By	John Doe

Authorization

Authorized Signature

Received By

Important Notes:

- This slip serves as internal documentation for cheque disbursement.
- Always verify the payee details and cheque amount before authorization.
- Ensure that all signatures are obtained before releasing the cheque.
- Retain a copy of this slip for accounting and audit purposes.
- Any alteration must be countersigned by the authorized person.