

Standard Cheque Payment Slip

Company Name: _____

Branch: _____

Date: _____

Slip No.: _____

Payee Name

Bank Name

Cheque Number

Cheque Date

Cheque Amount

Account Number

Amount in Words

Remarks

Prepared By

Checked By

Authorized Signatory

- This slip must be attached with the respective cheque payment.
- Ensure all fields are accurately filled before obtaining approvals.
- Maintain a copy for your records and audit purposes.
- Unauthorized alterations may void the payment process.
- Signatures of authorized personnel are mandatory.