

# Supplier Cheque Payment Slip

Date: \_\_\_\_\_

**Supplier Name:**

\_\_\_\_\_

**Supplier ID:**

\_\_\_\_\_

**Contact Person:**

\_\_\_\_\_

**Phone:**

\_\_\_\_\_

**Cheque Number:**

\_\_\_\_\_

**Bank Name:**

\_\_\_\_\_

**Cheque Date:**

\_\_\_\_\_

**Amount:**

\_\_\_\_\_

## Invoice Details

Invoice No.	Invoice Date	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
Total			_____

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Supplier's Signature

### Important Notes:

- Ensure all payment details and invoice references are correctly filled before issuing the slip.
- This slip serves as an acknowledgment of cheque payment to the supplier.
- Both the company's and supplier's signatures are required for authenticity.
- Retain a copy for record-keeping and reconciliation purposes.
- Refer to company policies for any disputes or further clarifications regarding payments.