

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.