



## **BANKING VOUCHER FORM**

Please note the following:

- This form is to be used when banking cheques or cash.
- Cheques can be sent attached with the form to Cashiers at LRB5.02 via internal mail.
- Cash must be taken in person with this form to the Cash Office at LRB5.02 – Do not send via internal mail.

PAID IN BY /FOR	BUDGET CODE	CHEQUE OR CASH	AMOUNT £	P
<b>TOTAL</b>				

<b>YOUR REF:</b>	
<b>DATE:</b>	
<b>PAID IN BY:</b>	

<b>SIGNATURE:</b>

FOR ACCOUNT USE ONLY – REFERENCE NO.	
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**RECEIPT: Issued if required and only handed in person at Cash Office LRB5.02**

<b>YOUR REF:</b>	
<b>DATE:</b>	
<b>RECEIVED BY:</b>	

<b>AMOUNT:</b>	
<b>CASH or CHEQUE:</b>	
<b>SIGNATURE:</b>	