

PROCEDURE

1. Complete the sections "Cheque Payable to" and "Address", with particulars of Supplier to whom the cheque is to be made.
2. Complete the section "Special Instructions" only if there is any special information regarding date payment required or distribution of cheque.
3. Show the date upon which the voucher is raised.
4. Show the particulars of payment including invoice details as appropriate.
5. Complete "Contact Name" section and Login.
6. Payment to be authorised by an authorised signatory, as per Financial Delegations.
7. Complete "Account Code" section.
8. Forward to relevant Finance Office