# Banking Voucher

This form is to be used when sending cheques to the Cashiers for banking.  If there is a list of items being banked to the same code, they will be summed and so you might find it helpful to keep a photocopy of this completed form and to include your own reference in the Your Ref field to help you to identify it on your budget.

| Paid by or Paid for | Account Code to be charged | | | | | | | | | | | | | | | | | | | £ (Unit) | p (.00) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |
| | 1 | - | | | | - | | | | - | | | | | | | | | | | |

| Your Ref | |
|---|---|
| Date | |
| Paid in by | |

| Total | |
|---|---|
| Signature | |

| Accts Use Only: Filing Reference | |
|---|---|

## Receipt:  Issued if handed over the counter at the Accounts Office

| Your Ref | |
|---|---|
| Date | |
| Received by | |

| Total | |
|---|---|
| Signature | |