

### Cheque Redirection Form

**A TO BE COMPLETED BY THE ACCOUNTS PAYABLE SECTION**

SUPPLIER NUMBER

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**B TO BE COMPLETED BY THE PERSON INITIATING THE INSTRUCTION**

PAYEE \_\_\_\_\_ AMOUNT £ \_\_\_\_\_

**ACTION REQUIRED**

RETURN TO:

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TELEPHONE No \_\_\_\_\_

**C TO BE COMPLETED ON RECEIPT OF THE CHEQUE AND HANDED BACK TO EXCHEQUER SERVICES, FINANCE & CENTRAL SERVICES**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### Urgent Cheque Instruction Form

**A TO BE COMPLETED BY THE ACCOUNTS PAYABLE SECTION**

SUPPLIER NUMBER

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**B TO BE COMPLETED BY THE PERSON INITIATING THE INSTRUCTION**

PAYEE \_\_\_\_\_ AMOUNT £ \_\_\_\_\_

CHEQUE NUMBER (if known) \_\_\_\_\_

**ACTION REQUIRED**

DESPATCH 1st / 2nd CLASS (on day of production)

TO BE COLLECTED BY PAYEE OR AGENT (give name)  
 Date \_\_\_\_\_ Time \_\_\_\_\_

RETURN TO: NAME \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_  
 TELEPHONE No \_\_\_\_\_

**C TO BE COMPLETED ON RECEIPT OF THE CHEQUE AND HANDED BACK TO EXCHEQUER SERVICES, FINANCE & CENTRAL SERVICES**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_