

REQUISITION FOR CHEQUES

Date.....199

	Bank		Bank		Bank		& so on	Abstract of bills		Net amount as per abstract of bill	Cheque in favour of Chief Cashier/ Divisional Cashier
	Cheque No.	Amount	Cheque No.	Amount	Cheque No.	Amount		No.	Date		
Total Cheques for the day										Rs. P.	Rs. P.
Total Cheques drawn up to the day during the month. Total cheques drawn up to the day during the year.											

Forwarded to the Chief Cashier/Divisional Cashier cheques, connected abstracts and bills.

Received Cheques and abstracts with Supported bills

For **F.A. & C.A.O./Divl. Accounts Officer**
Stores/Workshop Account Officer

Chief Cashier
Divisional Cashier