**OPR for Delivery of Cheques to relevant parties**

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| **SUBJECT** | OPR for Delivery of Cheques to relevant parties |
| **RECORDER (Name Designation)** | Sajith Asanka – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 03/08/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

Filling slips for payment Utility bills (Telephone, Electricity, Water etc) and other

1. Payment date
2. Payment amount
3. Signature
4. Cheque number
5. Bank
6. Branch

Filling Deposit details for cheque deposit (Account #, Bank details) made to suppliers and employees accounts.

If Supplier came to HO collect the payment, get details of Received by, Signature & Date, NIC No on Payment voucher

Fish purchasing and farm related payments Curio cheques to Horana farm and Wadduwa farm