**Collect Payment Slip/Receipts and Deposit Slip**

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| **SUBJECT** | Collect Payment Slip/Receipts and Deposit Slip |
| **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 |

Collect Payment Slip/Receipts and Deposit Slip and scanning

Inform via e-mail (with attaching scan images of the deposit) Chamitha/Prasanna or Darshana on any Deposits made to suppliers and employees accounts.

Attach Payment Slip/Receipts and Deposit Slip to payment vouchers