Encashment sheet template

Number of encashment sheet:

Name of implementing agency:

Village:

Date:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial no.** | **Beneficiary ID number** | **Beneficiary name** | **Male/ Female** | **Number of household members** | **Total amount due** | **Total amount received** | **Beneficiary signature** |
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| **Mode of payment** | **Number** |  | **Prepared by** | |  |  | **Approved by** | |  |
| Bank transfer |  | Signature |  | Signature |  |
| Cheque |  | Name |  | Name |  |
| Cash |  |  | Title |  | Title |  |
| **Total** |  |  | Date |  | Date |  |