

# Cash Payment Acknowledgement Form

Date:

DD/MM/YYYY

Receipt Number:

e.g. 00123

Received From:

Name of payer

Amount Received:

e.g. \$100.00

Purpose/Description:

Reason for payment

Mode of Payment:

Cash

Received By:

Receiver's Name

Signature:

Signature

Notes:

Additional remarks (optional)

## Important Notes:

- This form serves as an official receipt for cash payments received.
- Always ensure both parties review and sign the form at the time of payment.
- Retain a copy for record-keeping and future reference.
- All information provided should be clear and accurate to avoid disputes.