

Cash Payment Acknowledgement Form

Date:

Receipt Number:

Received From:

Amount Received:

Purpose/Description:

Mode of Payment:

Received By:

Signature:

Notes:

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.