

# Detailed Cash Payment Form

Payment No.: CP-2024-057 Date: 2024-06-27 Payee Name: John Doe Department: Administration

Purpose of Payment: Office supplies purchase (pens, paper, printer ink) Payment Type: Cash

Description	Reference / Invoice #	Amount (USD)
Pens (box)	INV-10245	20.00
Paper (ream)	INV-10245	13.50
Printer Ink	INV-10246	47.75
<b>Total</b>		<b>81.25</b>

Amount in Words: *Eighty-one dollars and twenty-five cents only*

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Prepared By

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Approved By

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Received By

- Ensure all details and supporting invoices are attached before processing.
- Each payment entry must be approved and signed by authorized personnel.
- This form should only be used for direct cash payments — not for bank or online transfers.
- Amounts above the designated limit require higher-level approval.
- Keep a copy of this document for accounting and audit purposes.