

CASH PAYMENT RECEIPT

Receipt No: _____ | Date: ____ / ____ / ____

Received From

Address

Purpose/Details

Amount Received (in words):

Amount (in figures):

₹ _____

Mode of Payment

Cash ☐

Remarks

Receiver's Signature

Date: ____ / ____ / ____

Authorized Signatory

Important Notes:

- This receipt serves as proof of cash payment only.
- Ensure all fields are filled legibly and accurately.
- Retain a copy for your records and one for the payer.
- Both parties are advised to sign and date the receipt.
- No alteration or overwriting should be made after signing.