

Cash Expense Receipt

Receipt No.: _____ Date: _____

Received From: _____

Department: _____

Address: _____

Contact No.: _____

Purpose/Description: _____

Sl. No.	Particulars	Amount (in Rs.)
1.	_____	_____
2.	_____	_____
3.	_____	_____
	Total	_____

Amount in Words: _____

Prepared By

Approved By

Received By

Important Notes:

- All fields must be duly filled before issuing the receipt.
- Attach supporting bills or vouchers wherever applicable.
- This receipt serves as confirmation of cash payment for the specified expense.
- Ensure signatures of all relevant authorities are obtained.