

# Cash Receipt Acknowledgement

## Document

**Receipt No.** : \_\_\_\_\_

**Date** : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Received From** : \_\_\_\_\_

**Amount** : \$ \_\_\_\_\_ ( \_\_\_\_\_ )

**Purpose/Description** : \_\_\_\_\_

This is to acknowledge receipt of the above-stated sum of cash from the individual/entity named above for the purpose as described. The undersigned confirms that the transaction has taken place on the specified date and that this serves as an official record of receipt.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Receiver's Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received By (Name & Title)

### Important Notes

- This document serves as proof only for the cash transaction stated above.
- Always verify the recipient's identity and details before handing over cash.
- Keeps all receipts safely for record and audit purposes.
- Ensure all relevant fields are correctly filled and signatures are included.
- For large transactions, consider issuing cross-verification or using alternative payment methods.