

# Cash Receipt

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

## Payment Details

For: \_\_\_\_\_

Receiver's Signature

Payer's Signature

- Always issue a receipt for any cash received as proof of transaction.
- Double-check all fields for accuracy before signing and handing over the form.
- Retain a copy of the signed receipt for both parties' records.
- This form is not valid without proper signatures and a complete date.
- Consult an accountant or professional for large transactions.