

Cash Transaction Receipt

Receipt No.:

Date:

Received From:

Amount (in figures):

Currency:

Amount (in words):

Purpose/Description:

Receiver's Signature

Issuer's Signature

Important Notes:

- This receipt serves as proof of cash received for the stated purpose only.
- Ensure all fields are filled clearly and accurately before signing.
- Receipts should be issued in duplicate— one for the payer and one for the issuer.
- Retain receipts for your records and future reference.
- Signatures of both parties help validate the transaction.