

# PURCHASE RECEIPT

*Receipt No.*

*Date*

*Time*

*Buyer Name*

*Contact No.*

*Address*

S/N	Description	Quantity	Rate	Amount
<b>Total</b>				

*Amount in Words*

.....

.....

Received By

Authorized Signature

- This is a sample format of a handwritten purchase receipt for record purposes.
- All fields should be completed clearly with accurate information.
- Ensure all parties sign before handing over the receipt.
- Keep a copy for future reference or audit.
- This document is not valid without signature(s).