

# PURCHASE RECEIPT

*Receipt No.*

.....

*Date*

.....

*Time*

.....

*Buyer Name*

.....

*Contact No.*

.....

*Address*

.....

<i>S/N</i>	<i>Description</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
<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).