

ABC Company Ltd.

123 Main Street, Suite 456
City, Country 10001
Phone: (123) 456-7890

Cash Receipt

Receipt No: 000123
Date: 2024-06-16

Received From	John Doe
Amount (in Words)	One Thousand Five Hundred Only
Amount (in Figures)	\$1,500.00
Payment For	Office Rent for June 2024
Payment Method	Cash
Reference	N/A

Received By

Date: _____
Checked By

Date: _____

- Always issue a receipt for every cash transaction to maintain accurate financial records.
- Make sure to fill out all required details clearly and legibly.
- Retain a duplicate copy of each receipt in the manual cash receipt book for audit purposes.
- Ensure receipts are signed by the responsible personnel and the recipient, if possible.
- Alterations and overwriting should be avoided; if corrections are necessary, authenticate them with a signature.