|  |  |  |  |
| --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | | **Date** | [MM/DD/YYYY] |
| **Receipt No.** | [Receipt Number] |
| **For** | [Reason] | | |
| **Amount $** | [Amount] | | |
| **Amount in words** | [Amount] | | |
| **Received By** | [Receiver Name] | | |
| **Approved By** | [Name] | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Rate | Amount |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| Comments or Notes | | Subtotal | [Amount] |
| Discount | [Amount] |
| Tax | [Amount] |
| Total | [Amount] |

**THANK YOU FOR YOUR BUSINESS**

***http://www.printablesample.com***

**Business Name Here** Receipt no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cash Receipt**Cash Receipt # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Cash Received from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Total Amount Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment Received in  
Amount Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash  
Balance Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes  
 Cheque

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature