|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | | | | |
| **Receipt Number:** | | | | [Number] |
| **Date Of Issue:** | | | | [Date] |
| **Vender** | [Name] | | | |
| **Participant** | [Name] | | | |
| **Business Purpose** | [Purpose] | | | |
| **Amount** | [Amount] | **Less charges** | [Amount] | |
| **Participant signature** | [Signature] | **Approval signature** | [Signature] | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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] |
| **Payment Method:**  Cash  Check no: [Number]   Account Number: [Number]  Other: [Other]  **Terms and Condition:** [Add Term and Condition] [Add Term and Condition] | | 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