|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | | | | |
| **Receipt:** | [Receipt Description] | Receipt No. | | [Receipt No.] |
| **Company Name** | [Company Name] | Payer Name | | [Name] |
| **Company Address** | [Company Address] | Address | | [Address] |
| **City, St Zip Code** | [City, St Zip] | City, St Zip Code | | [City, St Zip] |
| **Quantity** | **Description** | | | **Amount** |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [Amount] |
| [Quantity] | [Description] | | | [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