|  |
| --- |
| **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