|  |
| --- |
| **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