

## Purchase Receipt

Date: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Sold by: \_\_\_\_\_  
Received by: \_\_\_\_\_

Item Description	Qty	Unit Price	Amount

**Total Paid (Cash):** \_\_\_\_\_

**Payment Method:** Cash  
**Notes:** \_\_\_\_\_

Simple purchase receipt template — for cash transactions.