

# 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.