

Cash Receipt Record Form

The **cash receipt record form** sample is an essential tool for small businesses to accurately track daily cash transactions. This form helps ensure transparency and proper accounting by documenting all incoming cash payments. Utilizing a standardized receipt form promotes organized financial records and simplifies auditing processes.

Business Name: _____
Address: _____
Date: ____ / ____ / ____

Receipt No.	Date	Customer Name	Description of Payment	Amount Received (\$)	Received By	Signature
001	__ / __ / __	_____	_____	_____	_____	_____
002	__ / __ / __	_____	_____	_____	_____	_____

Total Cash Received Today: \$ _____

Note: Attach copies of all cash receipts to this form for record-keeping. Maintain this form daily for accurate tracking of cash flow.