

# Cash Receipt Record Form - Donations

Receipt No.:

Enter receipt number

Date of Receipt:

Donor Name:

Full name of donor

Donor Address:

Donor address

Donation Amount:

Purpose / Note:

Purpose of donation or any notes

Received By (Staff/Officer):

Name of staff or officer

Signature:

Signature

Save Record

This **simple cash receipt record form** sample is designed to accurately document donations for easy tracking and accountability. It efficiently captures essential details such as donor information, donation amount, and date of receipt. Ideal for nonprofits and charitable organizations to maintain transparent financial records.