

Cash Receipt Form

Date Received:

Received From (Donor/Source):

Donor or organization name

Sender Address (optional):

Address

Amount Received (USD):

Purpose/Description:

Donation, grant, membership fee, etc.

Payment Method:

Cash, Check, Other

Remarks/Notes:

Any additional information

Received By (Staff/Officer):

Name and position

Signature:

Sign here

Please keep a copy of this cash receipt for your records. This form supports transparency and audit-readiness within our organization.