

# Cash Receipt Record Form

The **cash receipt record form** sample provides a clear and organized way to document financial transactions with itemized details. It ensures accurate tracking of each payment, including descriptions, amounts, and dates. This form is essential for maintaining transparent and efficient accounting records.

## Receipt Information

|                       |                               |                   |                     |
|-----------------------|-------------------------------|-------------------|---------------------|
| <b>Receipt No.</b>    | _____                         | <b>Date</b>       | ____ / ____ / _____ |
| <b>Received From</b>  | _____                         |                   |                     |
| <b>Payment Method</b> | ~ Cash ~ Check ~ Other: _____ | <b>Handled By</b> | _____               |

## Itemized Details

| #             | Description | Quantity | Unit Price (\$) | Amount (\$) |
|---------------|-------------|----------|-----------------|-------------|
| 1             | _____       | _____    | _____           | _____       |
| 2             | _____       | _____    | _____           | _____       |
| 3             | _____       | _____    | _____           | _____       |
| <b>Total:</b> |             |          |                 | _____       |

## Remarks / Notes

|       |
|-------|
| _____ |
| _____ |
| _____ |

**Instructions:** Please fill in all applicable fields. Retain a copy of this receipt for your records.