

Name of organisation ⁽¹⁾		Receipt No. ⁽²⁾	
Date	dd / mmm / yyyy	Budget code	
Cash/ Cheque No. ⁽³⁾			
Currency		Amount	
		Figures	Words
Description:			
Received from	Name	Signature	
Received by	Name	Signature	

(1) Stamp with official stamp if not pre-printed with organisation's name. (2) Number sequentially by hand before stamping if not pre-printed.
(3) Delete/complete as appropriate.