[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Receipt Voucher

Acknowledging money received: who paid, how, how much, and which account it was credited to.

Voucher details
Voucher number: _____
Date: _____
Received from: _____
Received for: _____
Invoice or reference number: _____
Account credited: _____

Payment method
[ ] Cash **[ ]** Bank transfer **[ ]** Cheque

Amount
Amount in figures: _____
Amount in words: _____

Authorisation and receipt
Received by: _____
Signature and date: _____
Authorised by: _____
Signature and date: _____

Checklist
[ ] The amount in figures matches the amount in words.
[ ] The invoice or reference number is written on the voucher where one applies.
[ ] The receipt is filed with the cash book or bank record for the same date.