Ashford Business Services Ltd

Receipt Voucher

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

Voucher details

Voucher number	Voucher number
Date	**9 November 2026**
Received from	**£45.00**
Received for	**Purpose of receipt as agreed at the meeting.**
Invoice or reference number	**JOB-1042**
Account credited	**Account credited**

Payment method

	Cash		Bank transfer		Cheque

Amount

Amount in figures	GBP £45.00
Amount in words	**£45.00**

Authorisation and receipt

Received by	Sarah Mitchell, Office Manager
Signature and date	
Authorised by	**David Okafor, Finance Manager**
Signature and date	

Ashford Business Services Ltd

Checklist

Done	Check
	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.