[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. Add or remove table rows to fit your needs. 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	[Voucher number]
Date	**[DD Month YYYY]**
Received from	**[Name of payer]**
Received for	**[Purpose of receipt]**
Invoice or reference number	**[Invoice or reference number]**
Account credited	**[Account credited]**

Payment method

	Cash		Bank transfer		Cheque

Amount

Amount in figures	[Currency] [Amount]
Amount in words	**[Amount in words]**

Authorisation and receipt

Received by	[Name and role]
Signature and date	
Authorised by	**[Name and role]**
Signature and date	

[Company name]

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.