

Name of organisation <div>           Delete/complete as appropriate         </div>				Receipt no	
Date	dd / mm / yyyy	Budget code		Cash/ Cheque no	
Currency		Amount	Figures	Words	
Description: <div>           Stamp with official stamp if not pre-printed with organisation's name         </div> <div>           Number sequentially by hand before stamping unless pre-printed         </div>					
Received from	Name			Signature	
Received by	Name			Signature	