

General Purchase Receipt Form

Transaction Date: _____

Reference Number: _____

Details of the Seller

Name: _____

Company: _____

Address: _____

Phone: _____

Details of the Buyer

Name: _____

Address: _____

Phone: _____

Table for Items Purchased

Item	Quantity	Unit Rate	Total Price

Payment Status

- **Full Payment**
- **Partial Payment**
- **Pending Payment**

Authorized Signature: _____

Customer Signature: _____