

# Cash Payment Receipt Journal Form

## Payment Details

Payment ID: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Payee: \_\_\_\_\_

## Description of Payment

Purpose: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Mode of Payment:

Cash

Check (Check Number: \_\_\_\_\_)

## Table for Reconciliations

Expense Category	Account Number	Amount	Authorized By	Notes

## Signatures

Prepared By: \_\_\_\_\_

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_