

# School Receipt Template Word

## School Information

- School Name: \_\_\_\_\_
- School Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Receipt Number: \_\_\_\_\_
- Date of Payment: \_\_\_\_\_

## Student Details

- Student Name: \_\_\_\_\_
- Grade/Class: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Parent/Guardian Name: \_\_\_\_\_

## Payment Details

- Payment Method:  Cash  Credit Card  Bank Transfer  Check
- Transaction Reference Number: \_\_\_\_\_
- Remarks/Notes: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Amount
Tuition Fee			
Activity Fee			
Sports Fee			
Library Fee			
Transport Fee			

Other Fees			
		Subtotal	
		Total Paid	

**Authorized Signatures**

- Cashier Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_
- Parent/Guardian Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_