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### RECEIPT

The receipt is the document used for all **incoming cash transactions**. All receipts must include all the information that the accountant needs.

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| **Group / IGA ..................................................... Receipt No. ..............................**Amount (*currency*) ...............................(in figures)I, the undersigned ............................................................................................................................... (name and role) acknowledge that I have received from Ms/Mr ............................................................................... (name and role) a sum of .........................................................................................(in words) for (reason) .........................................................................Date: ....../......... /20 ......**Signature** *(of the person who received the money)* |

### ISSUE SLIP

The release/issue slip is a document that is issued by the treasurer when funds are disbursed for any activity.

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| **Group / IGA ..................................................... Issue slip no. ...........................**Amount (*currency*) ...............................(in figures)I, the undersigned, Ms/Mr ............................................................................................, as treasurer, acknowledge that I have remitted to Ms/Mr ......................................................................................................... (name and role) a sum of ......................................................................................... (in words) for (reason) .........................................................................Date: ....../......... /20......**Signature** *(of the person who received the money)* |

### INVOICE

This is a document issued by a supplier that is included with the delivery of the material or product and may be issued later or upon receipt of the goods. Invoices can be paid in various ways (in cash, by cheque, etc.).

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| **Supplier ..................................................... Invoice no. ..............................**Address and contact details **Deduction invoice** *(customer)* ......................................................**Date**: ....../......... /20...... |
| **No.** | **Designation** | **Quantity** | **Price per unit** | **Total price** |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |
| **Total amount due (in words):****Signature** *(signature, paid and supplier stamp)* |