

Logo and Address

Receipt

Tin:	
No.	001
Date:	

Received with thanks from:.....

The Sum of Shillings:.....

.....

Being payment of:.....

.....

By Cash/Cheque:.....Balance:.....

Shs

Signature:

For:

Logo

Address

Cheque Payment Voucher

No: **001**

Tin No:

Payee:.....

Date:.....

Account:.....

Cheque No:.....

No	Particulars	Amount
Total		

Amount in words:
.....

Prepared by:..... Signature:..... Date:.....

Authorized by:..... Signature:..... Date:.....

Received by:..... Signature:..... Date:.....

Logo

Address

Cash Payment Voucher

No: **001**

Tin No:

Payee:.....

Date:.....

Account:.....

Cheque No:.....

No	Particulars	Amount
	Total	

Amount in words:

.....

Prepared by:..... Signature:..... Date:.....

Authorized by:..... Signature:..... Date:.....

Received by:..... Signature:..... Date:.....



Mobile Money MTN Cash Book						
Date	Ref	item details	Cash In	Cash Out	Cash Balance	
6/September 2		Begining balance			50,000	Formula
		Withdraw from Stanbic	3,000,000		3,050,000	=F3+D4-E4
	001	Advance to agent:		2,000,000	1,050,000	3,050,000
	2	Labour: box		2,000	1,048,000	1,050,000
	4566	Cash sales	60,700		1,108,700	1,048,000
	1	Mobile money charges		9,600	1,099,100	1,108,700
					1,099,100	1,099,100
Balancing off		Actual cash count			500,000	0
		Differencce			599,100	500,000
					599,100	599,100
6 September 2		Beginning balance			500,000	0
		Banking to centenary		500,000	0	0
		Investment received	2,000,000		2,000,000	2,000,000
		Directors drawings		1500000	500,000	500,000

Logo

Contact

CASH PAYMENT VOUCHER

No: **001**

Tin No:

Payee:..... Date:.....

Account:..... Cheque No:.....

No	Particulars	Amount
	Total	

Amount in words:

.....

Prepared by:..... Signature:.....

Authorized by:..... Signature:.....

Received by:..... Signature:.....



Contact

PETTY CASH PAYMENT VOUCHER

No: **001**

Tin No:

Payee:.....

Date:.....

Account:.....

Cheque No:.....

No	Particulars	Amount
Total		

Amount in words:

.....

Prepared by:..... Signature:..... Date:.....

Authorized by:..... Signature:..... Date:.....

Received by:..... Signature:..... Date:.....

Goods received in good order		
_____	_____	_____
Name	Signature	Date

Logo and Address

WEIGHT NOTE / CASH SALES RECEIPT / INVOICE

Date:.....

Receipt number :4566

Location Details

Customer name:.....

Weight Note

Baas	Kas	Baas	kas

Charges

Description	Qty(kg)	Unit price	Amount
Milling charge	361	100.00	36,100.00
Box	8	200.00	1,600.00
Labour:loading and offloading	8	1,000.00	8,000.00
Transport			15,000.00
Total			60,700.00

Payment details

Description	Qty(kg)	Unit price	Amount
Robusta FAQ	361	4,300.00	1,552,300.00
Charges			-60,700.00
Net payment received			1,491,600.00

CHEQUE REGISTER

Name

Cheques Issued Out

Date:

CHEQUE NUMBER	VOUCHER NUMBER	NARRATION/DETAILS/BUDGET LINE	BUDGET CODE	PAYEE	AMOUNT	OFFICER ACCOUNTABLE
		Total				
					0	

Logo

NAME OF BUSINESS

Requisition Form

Requisitioner Info

Date: _____

Employee Name: _____

Department _____

Account: _____

Recommended Vendor Info

Name _____

Address _____

Telephone _____

Activity _____

Budget BreakDown

Item #	Particulars	Units	Rate	Amount	Notes
Total:				-	

Amount in words: _____

Prepared by

Acknowledged & Approved

Reviewed and Approved by

Name: _____

Title _____

Signature _____

SALARY SLIP

Month

Year

Employee Name:

Designation :

Income Tax TIN :

EMOLUMENTS	AMOUNT Ugx	DEDUCTIONS	AMOUNT Ugx
Basic Pay Transport Allowance Medical Allowance		PAYE NSSF 5% Local Service Tax	
		Total Deductions	-
Gross Pay	-	Net Pay	-