

Money Receipt

A signed acknowledgment that money was received — from whom, how much, by what method, and for what purpose — usable for any personal payment.

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1. Receiver and payer

Names both people so the receipt cannot be reattached to a different transaction or person.

2. Amount in figures and words

States the sum twice, the traditional guard against altered digits and honest misreading.

3. Date and method

Records when the money was received and how, linking the receipt to the matching transfer record where one exists.

4. Purpose

Says in one sentence what the payment is for — the line that gives the receipt most of its value.

5. Remaining balance

States what is still owed after this payment, or confirms the matter is fully paid.

6. Signature

The receiver signs to acknowledge the money; the payer's counter-signature adds strength when the purpose matters.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____