

## Sample Receipt Voucher

A Receipt Voucher (RV) is used to record the accounting entries in the general ledger and cash book **(Sub-section 3.3.3)**.

The Owners Incorporation of XXX Building		No. _____	
<b>RECEIPT VOUCHER</b>			
Account Code	Particulars	Debit HK\$	Credit HK\$
<b>TOTAL</b>			
Prepared by : _____ Signature : _____ Date : _____ Approved by : _____ Signature : _____ Date : _____ Recorded by : _____ Signature : _____ Date : _____			