**Certificate of receipt**

**No............................................................**

**Date............................................................**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day month year** | **Expense details** | **Amount ( baht )** | | **note** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total |  |  |  |
|  | (.........................................................................) | | |  |

(Mr/Mrs/Miss)...................................................(payer) Position.........................................Certify that receipts of the payment mentioned above cannot be issued,and the parment was done for the mission of the ................................................................................................................................ From date…..........................................…. To date................................................

Signature...........................................(Payer) (……...........................................................…..)

Signature.......................................( Approved)  
 (……...........................................................…..)

For accounts  
Pay by ( petty cash / wire transfer ) on......................................................................................