



# Sample of Receipt

 SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN	Office of Student Life 8, Somapah Road, Building 3, Level 1, Singapore 487372 Co. Reg No./GST Reg. No.: 200913519C	<b>OFFICIAL RECEIPT</b> <b>NO.: SL 0000000001</b> Date: <u>16</u> / <u>05</u> / <u>2017</u>		
Received from	<u>John Smith</u> (Person who made the payment)			
The sum of Dollars	<b>FOUR DOLLARS ONLY</b>	s\$ <table border="1"><tr><td>4</td><td>00</td></tr></table>	4	00
4	00			
Being payment of	<b>Flowers</b> (Item purchased / purpose of payment)			
*Inclusive of GST where applicable				
Issued by: <b>Ice Hockey Club</b> (Club) <b>Jane Doe</b> <i>Jane</i> (Treasurer Name, Signature) Name & Signature				

# Sample of Voided Receipt

Do not dispose voided receipts! Keep them in the receipt book

 SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN	Office of Student Life 8, Somapah Road, Building 3, Level 1, Singapore 487372 Co. Reg No./GST Reg. No.: 200913519C	(Write "VOID" and sign) <b>VOID</b> <i>Jane</i> <b>OFFICIAL RECEIPT</b> <b>NO.: SL 0000000001</b> Date: <u>16</u> / <u>05</u> / <u>2017</u>		
Received from	<u>John Smith</u>			
The sum of Dollars	<b>FOUR DOLLARS ONLY</b>	s\$ <table border="1"><tr><td>4</td><td>00</td></tr></table>	4	00
4	00			
Being payment of	<b>Flowers</b>			
*Inclusive of GST where applicable				
Issued by: <b>Ice Hockey Club</b> <b>Jane Doe</b> <i>Jane</i> Name & Signature				