# **Annex 10. Template for Financial Receipt and Attendance Sheet**

**A. Standard Receipt Form**

*(1) General Guideline on Receipt/Proof of Purchase*

Receipt and/or credit card slips are acceptable forms of proof of purchase. Such proof of purchase needs to specify the date of purchase, amount, name of the supplier/shop, and product/services acquired. In cases where the list of product/services acquired is specified in the local language, the Implementing Agency should indicate a simple translation in English on the receipt/proof of purchase.

*(2) Standard Receipt Form for DSA/Honorarium Payments*

|  |  |
| --- | --- |
| **RECEIPT** | |
| **Recipient Information**  *Full Name :*  *Position and Affiliation :*  *Address* :   |  |  |  | | --- | --- | --- | | Items | Unit | Amount in USD | | *Reimbursement for airfare (example)* |  |  | | *Daily allowance (example)* |  |  | | *List other items as applicable* |  |  | | TOTAL |  |  |   **(Amount in words in USD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **I certify that I received the above amount in cash as mentioned in this document.**  *Full name: Signature:*  *Date/Place:* | |
| **Project title:**  **Implementing Agency:** |  |

**B. Standard Attendance Sheet**

**Title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date and venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registration (Attendance Sheet)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Full Name** | **Gender** | | **Affiliation** | **Email** | **Signature** |
|  |  | Male | Female |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |