

Write On! I Need a Receipt Please

Receipts are Important

After spending one million dollars, you must have paid for many different items. Did you remember to get receipts? Receipts are the only proof you may have of a **transaction**. It proves that you paid for the item. If something is wrong with one of the things you bought, you may be able to get your money back. Have you heard of a **rebate**? A rebate is money the company says they will send you if you buy their product. To get a rebate you usually need to send part of the box and the receipt.

It is also smart to write a receipt when you sell something. Let's pretend that you are selling your car to a friend. She does not have all of the money. You tell her that she can make payments. You should give her a receipt every time she makes a payment. When you do this, you can keep track of how many payments she has made. If she does not make all of the payments, you will know. You could even take her to court to get your money.

It is important to know how to write a receipt. In this lesson, you will learn what should be on a receipt and you will be able to write one. Let's look at a simple receipt.

RECEIPT	DATE _____	No. 7891011									
	FROM _____	\$									
	_____ DOLLARS										
	FOR _____										
	SIGNATURE _____										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">AMOUNT DUE</td><td style="width: 50px;"></td></tr> <tr><td style="padding: 2px;">AMOUNT PAID</td><td></td></tr> <tr><td style="padding: 2px;">BALANCE</td><td></td></tr> </table>	AMOUNT DUE		AMOUNT PAID		BALANCE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">CASH</td></tr> <tr><td style="padding: 2px;">MONEY ORDER</td></tr> <tr><td style="padding: 2px;">CREDIT CARD#</td></tr> <tr><td style="padding: 2px;">CHECK #</td></tr> </table>	CASH	MONEY ORDER	CREDIT CARD#
AMOUNT DUE											
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Important parts of a receipt include:

- The date
- The name of the person giving the money
- What the money is for
- The amount of money given
- The signature of the person receiving the money

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You can buy a package of receipts from a department store or a stationary store. They may look like the example shown. They will have a number somewhere on them. The number is just for a reference, you don't always need it. The number on this receipt is up in the top right corner. If you were filling out this receipt for someone, you would fill in all the blanks.

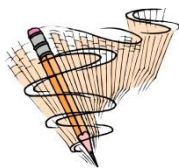
Let's look at a completed copy. In this case, Elvira Smith paid Carlos Rodriguez \$100.00 cash for a TV he was selling.

RECEIPT	DATE <u>December 15, 2015</u>	No. 7891011													
	FROM <u>Elvira Smith</u>	\$ 100.00													
	<u>One hundred</u>	DOLLARS													
	FOR <u>a television</u>														
	SIGNATURE <u>Carlos Rodriguez</u>														
	<table border="1" style="width: 100%;"> <tr> <td>AMOUNT DUE</td> <td>\$100.00</td> </tr> <tr> <td>AMOUNT PAID</td> <td>\$100.00</td> </tr> <tr> <td>BALANCE</td> <td>0</td> </tr> </table>	AMOUNT DUE	\$100.00	AMOUNT PAID	\$100.00	BALANCE	0	<table border="1" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/></td> <td>CASH</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MONEY ORDER</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CREDIT CARD#</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHECK #</td> </tr> </table>	<input checked="" type="checkbox"/>	CASH	<input type="checkbox"/>	MONEY ORDER	<input type="checkbox"/>	CREDIT CARD#	<input type="checkbox"/>
AMOUNT DUE	\$100.00														
AMOUNT PAID	\$100.00														
BALANCE	0														
<input checked="" type="checkbox"/>	CASH														
<input type="checkbox"/>	MONEY ORDER														
<input type="checkbox"/>	CREDIT CARD#														
<input type="checkbox"/>	CHECK #														

Remember:

**It is a good idea to get
a receipt for
everything you buy.**

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Your Turn

Following are some situations when you might need to write a receipt.

Complete the receipts based on the information you read.

- Alonzo Sanchez sold a calf to Flora Gomes. Mrs. Gomez paid \$225.00 for the calf. She wrote Mr. Sanchez a check. The check number was 1145. Use today's date.

RECEIPT	DATE _____	No. 7891012													
	FROM _____	\$													
	_____	DOLLARS													
	FOR _____														
	SIGNATURE _____														
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">AMOUNT DUE</td> <td style="width: 50%;"></td> </tr> <tr> <td>AMOUNT PAID</td> <td></td> </tr> <tr> <td>BALANCE</td> <td></td> </tr> </table>	AMOUNT DUE		AMOUNT PAID		BALANCE		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">CASH</td> <td style="width: 50%;"></td> </tr> <tr> <td>MONEY ORDER</td> <td></td> </tr> <tr> <td>CREDIT CARD#</td> <td></td> </tr> <tr> <td>CHECK #</td> <td></td> </tr> </table>	CASH		MONEY ORDER		CREDIT CARD#		CHECK #
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- You sold Maria Flores a bushel basket of apples for \$50.00. She paid you in cash. Use today's date.

RECEIPT	DATE _____	No. 7891013													
	FROM _____	\$													
	_____	DOLLARS													
	FOR _____														
	SIGNATURE _____														
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">AMOUNT DUE</td> <td style="width: 50%;"></td> </tr> <tr> <td>AMOUNT PAID</td> <td></td> </tr> <tr> <td>BALANCE</td> <td></td> </tr> </table>	AMOUNT DUE		AMOUNT PAID		BALANCE		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">CASH</td> <td style="width: 50%;"></td> </tr> <tr> <td>MONEY ORDER</td> <td></td> </tr> <tr> <td>CREDIT CARD#</td> <td></td> </tr> <tr> <td>CHECK #</td> <td></td> </tr> </table>	CASH		MONEY ORDER		CREDIT CARD#		CHECK #
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3. Carlos Hernandez is buying a Gator™ utility vehicle from José Marquez on payments. The Gator™ cost \$600.00. Carlos made his first payment with a \$200.00 money order. Use today's date.

RECEIPT	DATE _____	No. 7891014													
	FROM _____	\$ <input style="width: 100px;" type="text"/>													
	_____	DOLLARS													
	FOR _____														
	SIGNATURE _____														
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">AMOUNT DUE</td> <td style="width: 50%;"></td> </tr> <tr> <td>AMOUNT PAID</td> <td></td> </tr> <tr> <td>BALANCE</td> <td></td> </tr> </table>	AMOUNT DUE		AMOUNT PAID		BALANCE		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">CASH</td> <td style="width: 50%;"></td> </tr> <tr> <td>MONEY ORDER</td> <td></td> </tr> <tr> <td>CREDIT CARD#</td> <td></td> </tr> <tr> <td>CHECK #</td> <td></td> </tr> </table>	CASH		MONEY ORDER		CREDIT CARD#		CHECK #
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No Receipts?

What do you do if you don't have a receipt book? Do you just forget about a receipt? No, you should ALWAYS write a receipt or get a receipt from someone. If you do not have a receipt book from the store, all you need is a piece of paper. Your receipt can be very simple. Include the following information:

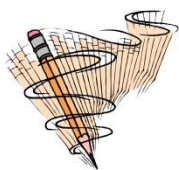
- The date
- A description of what was bought
- The signature of the seller
- The name of the buyer
- How much it cost

Let's look at an example:

December 15, 2015
Maria Smith paid \$100.00 cash for my sewing machine.
<i>Betty Lopez</i>

It really is that simple.

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Your Turn

Following are some situations when you might need to write a receipt.

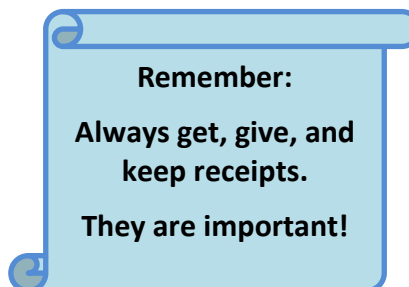
Complete the receipts based on the information given.

1. You bought 150 bales of hay for your horse from Farmer Jones. You paid \$3.00 a bale. You paid in cash. Use today's date.

2. Your friend, Jamie Lopez, bought your old iPod from you. He paid you \$75.00 in cash. Use today's date.

3. You used a check to buy a piglet from Mr. Garcia. The check number was 1234. The piglet cost \$25.00. Use today's date.

Great Job!



I Need a Receipt Please Checklist

- I should get/give a receipt for all purchases.
- I can use a piece of paper to write a receipt.
- A receipt should include the date, the names of the seller and buyer, what was sold, and the price of the item.

Writing Traits Scored in the Lesson

	Great Job 5 points	Almost There 3 points	Keep Working 1 point
Organization	<ul style="list-style-type: none"> • There is a strong beginning. • Points are in order. • The message is clear. • There is a strong conclusion. 	<ul style="list-style-type: none"> • There is a beginning. • There is a middle, but it runs together. • There is no conclusion. 	<ul style="list-style-type: none"> • There is no beginning, middle, or end. • The message is not clear.
Word Choice	<ul style="list-style-type: none"> • There is a variety of colorful and descriptive words. • Words are not repeated too often. 	<ul style="list-style-type: none"> • Some colorful and descriptive words are used. • Some words are repeated too often. 	<ul style="list-style-type: none"> • Colorful and descriptive words are lacking. • Sometimes wrong words are used. • Several words are repeated too often.

Words to Know

transaction: the act of carrying out business such as buying or trading

rebate: money a company says they will send you if you buy their product

