SAMPLE ADMINISTRATIVE FORM

RECEIPT VOUCHER

Client or Related Third Party Check No. \_\_\_\_\_\_\_\_ Cash \_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Received from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apply to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Matter

| Trust Fee $ \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_/ Account Cost $ \_\_\_\_\_\_\_\_\_ | Firm Fee $ \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_/ Account Cost $ \_\_\_\_\_\_\_\_\_ |
| --- | --- |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

| Bookkeeper’s Initials | Date Received | Date Deposited | Date Posted |
| --- | --- | --- | --- |