

**The following sample  
“Informant Payee Receipt”  
is provided by OCJP for use by OCJP  
subrecipients involved in the  
administration of grants containing  
confidential funds.**

# Cash Receipts:

- a. The cashier shall receive from the agent or officer authorized to make a confidential payment a receipt for cash advancement to him/her for such purposes.
- b. The agent or officer shall receive from the informant a receipt for cash paid to him/her.

## SAMPLE

### Informant Payee Receipt

For and in consideration of the sale and delivery to the State, County, or City of \_\_\_\_\_ of information or evidence identified as follows:

\_\_\_\_\_. I hereby acknowledge receipt of \$ (numerical and word amount entered by payee) paid to me by the State, County, or City of \_\_\_\_\_.

Date: \_\_\_\_\_ Payee: \_\_\_\_\_  
(Signature)

Case Agent/Officer: \_\_\_\_\_  
(Signature)

Witness: \_\_\_\_\_  
(Signature)

Case or Reference: \_\_\_\_\_