**Encashment Certificate**

Serial No. Date:

Room No:

Nationality:

We hereby certify that we have purchased today foreign currency from **( Guest Name )** holder of passport no. **(....)** and paid net amount in rupees after adjusting the amount towards settlement of bills for goods supplied/services rendered as per details given below:

A. Details of Foreign Currency Notes/Travelers Cheques Purchased

|  |  |  |  |
| --- | --- | --- | --- |
| Currency purchased  (indicating clearly notes and travelers cheques separately) | Amount | Rate  (per unit) | Rupee Equivalent |
|  |  |  |  |

Total Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Details of adjustments made towards settlement of bills for goods supplied/services rendered.

|  |  |  |
| --- | --- | --- |
| Bill No./s | Date/s | Amount |
|  |  |  |
|  |  |  |
|  |  |  |

Total Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Net amount paid in rupees ................. Amount in words ....................................................

( Total under A minus Total under B )..........................

.................................................. ................................................

Guest signature $User

Valid for three months from the date of purchase of foreign currency