



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF COMMERCE & HUMANITIES**  
**CLASS :11**  
**ACCOUNTANCY**

Chapter Name: Source Documents

**Worksheet No:3**

Issued on : ----- Date of submission:-----

Name of the Student : -----

Class :-----

1	What are source documents?	1
2	Write short notes on the following: (a) Cash Memo (b) Invoice (c) Receipt (d) Pay-in-Slip (e) Cheque (f) Debit Note (g) Credit Note (h) Accounting voucher (i) Cash voucher (j) Debit Voucher (k) Credit voucher (l) Transfer voucher	12
3	Prepare the vouchers from the following: 2015 July 1 Received cash from Susanna & Co on account vide cash receipt No.777 Rs.12,000 July 09 Commission received vide cash receipt No.753 July 18 Sold ladies bags for cash vide Cash memo nos. 507-510 July 27 Sold old furniture vide Cash Memo No.1340.	3
4	Make a project on Source documents through collecting the specimen of the following: (a) Cash Memo (b) Invoice (c) Receipt (d) Pay-in-Slip (e) Cheque (f) Debit Note (g) Credit Note (h) Transfer Voucher (i) Debit voucher and (j) Credit Voucher	5

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