Petty Cash Receipt

|  |  |
| --- | --- |
| NUMBER | DATE |

|  |  |
| --- | --- |
| DESCRIPTION OF ITEM/SERVICE PURCHASED | AMOUNT |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| CHARGED TO ACCOUNT TOTAL |  |

RECEIVED BY: APPROVED BY: