

## PETTY CASH REQUEST

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Charged to Account(s):** (form attached with receipts for all expenditures)

\_\_\_\_\_

## PETTY CASH RECORD OF EXPENDITURES

	DATE	ACCOUNT #	AMOUNT	WHAT PURCHASED	INITIALS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**Receipts should be stapled on the back and numbered.**