PETTY CASH REPORT

LOCATION: _____ DATE: _____

VOUCHER DATE	PURPOSE/DESCRIPTION ITEMS PURCHASED	ACCT CODE	Amount
		TOTAL:	

1- Sort the receipts by code
2- A valid receipt has vendor's name, address and phone, total amount and is NOT cut or changed.
3- All receipts should be original. No copies accepted.
4- Discretionary Petty Cash must be signed and explained by GM.
5- No personal item on the receipts.
6- Each receipt must be signed by the purchaser.
7- Write down the item on the receipt side if it is not clearly named or printed. Most of the receipts contain vendors codes and abbreviations.

SUBMITTED BY: _____ APPROVED BY: _____

check # _____