

Petty Cash Receipt

**Note: Petty Cash Can not exceed \$20.00**

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

Area: \_\_\_\_\_

Original Amount Given \$ \_\_\_\_\_

Amount Spent \$ \_\_\_\_\_

Change + \$ \_\_\_\_\_

Total of Original Amount Given = \$ \_\_\_\_\_

Description	
Charged To	
Received By	
Approved By	

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