

PETTY CASH RECEIPTS

Date _____ **Location** _____

Summary of Petty Cash Accounts

GL Account #	Total of Invoices Per Account #	Total GST Paid Per Account #

Petty Cash Reconciliation

A - Total Petty Cash Allotment for Building _____

B - Total Submitted Request for Reimbursement _____

Total Cash on Hand (A – B) _____

Number of detailed expenditure sheets attached _____

Authorized Signature _____ **Date** _____

Detailed Expenditures for Account GL# _____

Date	Description	Total Invoice	GST Paid
SUB-TOTALS FOR THIS ACCOUNT (Please transfer to Summary of Petty Cash Accounts chart.)			

Detailed Expenditures for Account GL# _____

Date	Description	Total Invoice	GST Paid
SUB-TOTALS FOR THIS ACCOUNT (Please transfer to Summary of Petty Cash Accounts chart.)			

Please attach receipts for each item listed. Use additional sheets as required.