PETTY CASH RECEIPT ENVELOPE

From _____ **20XX To** _____ **20XX** **Paid by Check No.** _____

Entered	Audited	Approved	Paid

Date	No.	Paid to:	Item	Account	Amount	

Office Fund Amount	**$** _____	**Receipts Paid**	**$** _____
Total Receipts and Cash	**$** _____	**Cash on Hand**	**$** _____
(Over or Short)	**$** _____	**TOTAL**	**$** _____

DISTRIBUTION OF PETTY CASH

																		Totals