



Petty Cash Handover Form

		Cash held					
		\$	c		\$	c	
\$100.00				Petty Cash Float			(A)
\$50.00							
\$20.00				Total Petty Cash Vouchers			(B)
\$10.00							
\$5.00				Available Cash			(C)
\$2.00							
\$1.00				Total Actual Petty Cash (#1)			(D)
\$0.50							
\$0.20				Difference			(E) = (C) - (D)
\$0.10							
\$0.05							

Total			(#1)	Vendor Code									
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I certify that all of cash held in the Petty Cash Float and all Petty Cash Vouchers have been given to me by the Outgoing Petty Cash Float Holder.

New Petty Cash Float Holder	
Signature	
Name	
Department	
Date	

Outgoing Petty Cash Float Holder	
Signature	
Name	
Department	
Date	