



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 Allotm	ent for Building	
B - Total Submitted Reques	st for Reimbursement	
Total Cash on Hand (A – B)		
Number of detailed expend	liture sheets attached	
Authorized Signature		Date

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# _____

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.