|  |  |  |  |
| --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | | **Date** | [Date] |
| **Number** | [Number] |
| **Amount** | $[Amount] |
| |  | | --- | | **Description** | | [Description] | | |
| **Charged To** | [Name] | | |
| **Received By** | [Name] | | |
| **Approved By** | [Name] | | |

**Payment Method**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cash** |  |  | **Account Number:** [Number] |
|  | **Check no:** [Number] |  |  | **Other:** [Other] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Rate** | **Amount** |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| **Comments or Notes** [Notes] | | **Subtotal** | [Amount] |
| **Discount** | [Amount] |
| **Tax** | [Amount] |
| **Total** | [Amount] |

**THANK YOU FOR YOUR BUSINESS**