**PETTY CASH RECEIPT**

The Incorporated Owners of XXX Building

|  |
| --- |
| Date: **[Date]** |
| Receipt No.: **[Number]** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Particulars** | **Account Code** | **Amount HK$** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |

Received the sum of [Amount]

Dollars HK$ [Amount]

For [Reason]

**Approved by**

|  |  |  |
| --- | --- | --- |
| **[Signature]** |  | **[Name]** |
| Signature |  | Name |

**Received By**

|  |  |  |
| --- | --- | --- |
| **[Signature]** |  | **[Name]** |
| Signature |  | Name |