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| **PETTY CASH RECEIPT** |
| **Date** | **[MM/DD/YYYY]** |
| **Vender** | **[Name]** |
| **Participant** | **[Name]** |
| **Business Purpose** | **[Purpose]** |
| **Amount** | **[Amount]** | **Less charges** | **[Amount]** |
| **Participant signature** | **[Signature]** | **Approval signature** | **[Signature]** |

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| **Amount** | **[Amount]** | **Less charges** | **[Amount]** |
| **Participant signature** | **[Signature]** | **Approval signature** | **[Signature]** |

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| **Participant signature** | **[Signature]** | **Approval signature** | **[Signature]** |