|  |  |  |  |
| --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | | | |
| Date | [MM/DD/YYYY] | **Receipt No.** | [Receipt Number] |
|  |  | | **Amount $** |
| Description | [Description] | | [Amount] |
| Charged to | [Charged to] | | [Amount] |
| Received by | [Received by] | | [Amount] |
| Approved by | [Approved by] | | [Amount] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Cost** | **QTY/HR Rate** | **Amount** |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| [Description] | [Unit Price] | [Amount] | [Quantity] | [Amount] |
| **Subtotal** | | | | [Amount] |
| **Discount** | | | | [Amount] |
| **Tax rate** | | | | [Amount] |
| **Tax** | | | | [Amount] |
| **TOTAL** | | | | [Amount] |

**THANK YOU FOR YOUR BUSINESS**