

PETTY CASH STATEMENT

List all purchases below and attach all supporting bills and vouchers to this statement. Bills and vouchers should be initialed before being presented for payment.

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<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>

TOTAL RECEIPTS	_____
CASH ON HAND	_____
PETTY CASH BALANCE	_____

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Signature of Principal