

## PETTY CASH RECEIPT

Requester: \_\_\_\_\_ Date: \_\_\_\_\_ Loc'n: \_\_\_\_\_ Phone: \_\_\_\_\_

and \_\_\_\_\_/100 Dollars

*For additional instructions, see appropriate general operations procedure.*

Tax ID Number:

[illegible]☐ Mail check to Vendor☐ Return check to requestor

**Note: Do not use this receipt when a vendor invoice can be secured.**

Approved(Supervisor)	Date	Received Payment	Date	Cashier (Initials)	Paid by check No.
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