

Itemized Petty Cash Disbursement Sheet

Date:	Prepared By:	
Department:	Location:	

#	Date	Paid To	Description	Reference	Amount	Signature
1	2024-06-01	John Doe	Office Supplies	INV-0012	45.00	
2	2024-06-02	Jane Smith	Transport	TRIP-203	30.00	
3	2024-06-03	Sam Lee	Catering for Meeting	RCPT-106	60.00	
Total: 135.00						

Prepared By:

Date:

Checked By:

Date:

Approved By:

Date:

Important Notes:

- All disbursements must be supported by valid receipts or vouchers.
- Petty cash should be used for minor and urgent business expenses only.
- Ensure the sheet is reviewed and approved by authorized personnel.
- Keep this record for future auditing and reconciliation purposes.
- Unauthorized or unapproved expenditures will not be reimbursed.