

Petty Cash Log Template - Office Supplies

Office: Main Office
Custodian: Jane Doe
Month: June 2024
Fund Limit: \$200.00

Date	Voucher No.	Description	Recipient	Amount (\$)	Initials	Balance (\$)
2024-06-02	001	Printer Paper	Emily R.	18.75	JD	181.25
2024-06-06	002	Pens & Markers	Tom S.	12.48	JD	168.77
2024-06-09	003	Stapler Replacement	Anna B.	9.99	JD	158.78
2024-06-14	004	File Folders	Sarah W.	15.60	JD	143.18
2024-06-20	005	Post-it Notes	Michael Z.	6.50	JD	136.68
Total Expenses				63.32		
Balance Remaining						136.68

Important Notes:

- Retain all receipts and attach them to this log as proof of expenses.
- Each transaction should be initialed by the custodian after verification.
- Maintain regular reconciliation to ensure accuracy of petty cash balance.
- This log should be submitted to accounting at the end of each month.
- Petty cash funds are for minor office expenses only; do not exceed the fund limit.