

Office Supplies Petty Cash Expense Report

Report Date
Prepared By
Department
Period Covered
Petty Cash Fund #

Date	Description	Receipt No.	Vendor/Supplier	Amount	Approved By
Total					

Amount Claimed
Balance Remaining
Replenishment Requested

Prepared By

Signature / Date
Reviewed By

Signature / Date
Approved By

Signature / Date

Important Notes:

- All expenses must be supported by official receipts or valid proof of purchase.
- Approval is required prior to petty cash fund replenishment.
- Do not use petty cash for personal or non-office supply expenditures.
- Accurately fill in all fields to ensure transparency and accountability.
- Attach all original receipts to this report before submission.