

Official Petty Cash Receipt

OFFICE SUPPLIES DISBURSEMENT

Receipt No.: _____

Date: ____ / ____ / ____

Department: _____

Prepared By: _____

Recipient Name: _____

Purpose: _____

Description of Items Purchased:

No.	Item Description	Quantity	Unit Price	Amount
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Total Amount:				_____

Recipient Signature

Date: _____

Authorized By

Date: _____

Accountant/Verifier

Date: _____

Important Notes:

- This receipt must be duly signed by the recipient and authorized personnel.
- All supporting documents and purchase invoices should be attached.
- Ensure all information is accurate and legible.
- Retain a copy of this receipt for accounting and audit purposes.
- Only use petty cash for minor, approved office expenses.