

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.