

# Petty Cash Receipt Form

The **petty cash receipt form** serves as an official record for small cash expenditures within a company. It includes details of the transaction and requires an approval signature to ensure accountability. This form helps streamline expense tracking and maintains financial transparency.

Date:	<input type="text"/>	Receipt No:	<input type="text"/>
Paid To:	<input type="text"/>		
Amount:	<input type="text"/>	Currency:	<input type="text" value="e.g., USD"/>
Purpose/Description:	<input type="text"/>		
Supporting Documents:	<input type="text" value="e.g., Invoice #, Receipt attached"/>		

Requested By:	<input type="text"/>	Date:	<input type="text"/>
Received By:	<input type="text"/>	Date:	<input type="text"/>
Approved By: *	<input type="text"/>	Date:	<input type="text"/>

\* Approval signature is required for all petty cash disbursements.

Submit