

# 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.

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

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

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