

Petty Cash Expense Form Sample (Excel)

This **Petty Cash Expense Form** sample in Excel provides a clear and organized itemized list for tracking small business expenditures. It helps streamline expense reporting and ensures accurate financial record-keeping. The template is easy to customize for various petty cash management needs.

Date	Description	Account/Centre	Amount	Initials	Notes
2024-06-01	Office Supplies - Pens	Office Expenses	\$12.50	JT	-
2024-06-02	Postage	Mailing	\$8.75	LM	USPS Receipt #33144
2024-06-03	Snacks for Meeting	Refreshments	\$15.00	AS	Team building
2024-06-04	Printer Paper	Office Supplies	\$6.99	JT	Staples #5521
Total			\$43.24		

Instructions:

- 1. Record each petty cash expense item when incurred.
- 2. Attach receipts or vouchers to each entry where possible.
- 3. Tally the total and reconcile with available petty cash funds.
- 4. Submit the completed form for review and reimbursement.

Download and customize this template in Excel for efficient petty cash tracking!