

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!