

# Petty Cash Expense Receipt Form Sample

This **petty cash expense receipt form sample** helps streamline the documentation of small, business-related expenditures. It ensures accurate tracking and accountability for minor cash disbursements. Use this form to maintain organized financial records effortlessly.

<b>Date</b>	<input type="text"/>
<b>Receipt Number</b>	e.g. PC-20240601
<b>Employee Name</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
<b>Amount</b>	<input type="text"/>
<b>Description of Expense</b>	<input type="text"/>
<b>Paid To</b>	<input type="text"/>
<b>Requested By</b>	<input type="text"/>
<b>Approved By</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>

**Submit Receipt**

**Note:** Attach physical receipts or proofs of payment whenever possible for all reported expenses.