

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.

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

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