

# Petty Cash Receipt Requirements for Audit Purposes

For audit purposes, a **petty cash receipt** must include the date, amount spent, description of the expense, and the signature of the person requesting the funds. Proper documentation ensures transparency and accountability in managing small cash transactions. Maintaining these records helps streamline the auditing process and prevent discrepancies.

## Sample Petty Cash Receipt

Date	Amount Spent	Description of Expense	Signature
2024-06-10	\$25.00	Office supplies (notepads, pens)	

*Note: Attach all original supporting documents such as receipts and invoices to this form for complete audit compliance.*