

Petty Cash Receipt

Use this **petty cash receipt template** to accurately document small expense transactions with GST details. It ensures transparent recording and easy tracking of petty cash expenditures for accounting purposes. Perfect for businesses needing compliant and organized financial records.

Receipt Details

Date	____ / ____ / ____
Receipt No.	_____
Paid To	_____
Description of Expense	_____
Amount (Excl. GST)	\$ _____
GST Amount	\$ _____
Amount (Incl. GST)	\$ _____
GST Rate	____ %
Payment Method	Cash / Cheque / Other: _____

Authorization

Received By	_____
Approved By	_____
Date Approved	____ / ____ / ____

This receipt is for internal use only. Retain original for accounting and GST compliance.