

# 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

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

## Authorization

<b>Received By</b>	_____
<b>Approved By</b>	_____
<b>Date Approved</b>	____ / ____ / ____

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