

# Petty Cash Receipt Book - Monthly Tracking

Keep your finances organized with a **petty cash receipt book** designed for monthly tracking. This essential tool helps accurately document small expenses, ensuring transparent and efficient cash management. Simplify bookkeeping and maintain financial control effortlessly every month.

Date	Voucher No.	Paid To	Description	Amount	Approved By	Received By	Balance
2024-06-01	001	John Doe	Office Supplies	\$25.00	A. Smith	J. Doe	\$975.00
2024-06-05	002	Jane Lee	Postage Stamps	\$12.00	M. Green	J. Lee	\$963.00
2024-06-14	003	Mike Tan	Snacks for Meeting	\$18.50	A. Smith	M. Tan	\$944.50

**Note:** Ensure all receipts are attached and authorized for each expense. Reconcile balances monthly for transparency and accuracy.