

Petty Cash Journal

For the Month or Date Range: February 20X1

Voucher No.	Date	Total	Expenses				
			Postage	Supplies	Delivery Charges	Travel Expenses	Other
1	12-Feb	\$ 35.00			\$ 35.00		
2	23-Feb	\$ 12.40	\$ 12.40				
3	27-Feb	\$ 27.60				\$ 27.60	
Totals:		\$ 75.00	\$ 12.40		\$ 35.00	\$ 27.60	

Total voucher amount: \$ 75.00 *(enter Totals from above in column Total)*
 Petty cash on hand: \$ 24.00 *(enter actual petty cash on hand)*
Total: \$ 99.00 *(sum of Totals and actual petty cash on hand)*
 Petty cash fund: \$ 100.00 *(established petty cash fund amount)*
 Cash short / over: \$ (1.00) *(difference between Total and established petty cash fund)*

Signed by: Vicki Smith
(petty cash custodian)

Date: February 28, 20X1

Approved by: Eric Doe
(manager)

Petty Cash Accounting Petty Cash Journal

Marco Cascella



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