

## RECEIPT OF PETTY CASH

Amount Received: \_\_\_\_\_ No. \_\_\_\_\_

Date Received: \_\_\_\_\_ Project: \_\_\_\_\_

Received by: \_\_\_\_\_

Department: \_\_\_\_\_

Description: \_\_\_\_\_

**Receiver agrees to be responsible for the full amount and must submit all receipts and return any remaining funds to Approver upon Approver's request.**

\_\_\_\_\_  
Received by (signature)

\_\_\_\_\_  
Approved by (signature)

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