

Global Petty Cash Log

Client Name:

Global Disability & Health Care Services 1800 009 292

Fax: 02 9764 1610

Date	Receipt No.	Description	Amount Received	Amount Spent	Balance	Staff Name (Print)	Signed
		Balance Carried Forward					
Total							

INSTRUCTIONS:

- 1) All cash received MUST be accounted for on THIS Petty Cash Log
- 2) All cash spent MUST be accounted for with a receipt and/or petty cash voucher (If vendor does not issue receipts then complete and sign a Petty Cash voucher)
- 3) Each staff member MUST hand over BALANCE OF MONIES and this PETTY CASH LOG at the end of each shift ensuring all expenses are entered.
- 4) On Coming staff MUST count MONIES handed over and sign the Petty Cash Log.
- 5) SUNDAY NIGHT SHIFT - Every SUNDAY NIGHT this Petty Cash Log must be forward to the Global Office.