**Petty Cash Log**

PETTY CASH FUND NUMBER DEPARTMENT CUSTODIAN DATE RANGE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **NAME OF RECIPIENT** | **SIGNATURE OF RECIPIENT** | **TYPE OF EXPENSE** | **AMOUNT DISBURSED** | **EXCESS CASH RETURNED****(IF APPLICABLE)** | **RECIPIENT INITIAL (UPON RETURN OF EXCESS CASH)** | **CHARTFIELD** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |