**Petty Cash Log**

PETTY CASH FUND NUMBER DEPARTMENT CUSTODIAN DATE RANGE

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
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