PETTY CASH EXPENSE LIST & CLAIM FORM

NAME: _____

PERIOD: _____ to _____

ORIGINAL PETTY CASH AMOUNT PROVIDED: $_____

DETAILS OF EXPENSE ITEMS

DATE	PAYMENT TO	MEMO / PURPOSE	AMOUNT	CODE	COMMENTS
PETTY CASH TO BE TOPPED UP					

Please attach ALL receipts (Original or Copy) to this form or describe expense item..
Do not enter Code. It will be done at the office at time of entering these expenses.
A Cheque will be sent to you to top-up your Petty Cash account upon receipt of this form & receipts.

PAYMENT INFO: Paid on _____ by Cheque # _____