

# PETTY CASH REGISTER

Due by 10:00 am Monday Mornings

Staff Name \_\_\_\_\_

Week of: \_\_\_\_\_

Date	Transaction Description	Received	Spent	Balance	Consumer
	Beginning balance (carried forward from last report) →			\$	
		Total Received	Total Spent	Balance	

Please staple receipts to back of this form

Do not spend personal funds unless authorized by a Co-Director

Petty cash is for programmatic activities only - do not spend money on food or beverages