



**PETTY CASH / EXPENSE LIST**

Division		Event		Date		Description	Total
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
<b>TOTAL</b>	\$	\$	\$	\$	\$		\$

<b>Office use :</b>					
<i>Petty cash received</i>			<i>Date</i>		
<i>J/E Date :</i>			<i>J/E #</i>		
<i>Entered By :</i>			<i>Approved By:</i>		
				<b>TOTAL Expenses</b> \$	
				<i>Petty cash received</i> \$	
				<i>Due</i> \$	