# Petty Cash Log

**Purpose:** This document is used to log and track small cash expenditures made from a business’s petty cash fund. These expenses typically include minor purchases such as office supplies, transport, meals, or other incidental expenses.

## Company Information

**Company Name:** {companyName}

**Department:** {department}

**Prepared By:** {preparedBy}

**Date Prepared:** {datePrepared}

## Petty Cash Summary

**Opening Balance:** ${openingBalance}

**Total Expenses:** ${totalExpenses}

**Reimbursement Requested:** ${reimbursementRequested}

**Closing Balance:** ${closingBalance}

## Expense Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Amount** | **Paid To** | **Approved By** | **Receipt** |
| {#expenses}{date} | {description} | ${amount} | {paidTo} | {approvedBy} | {receiptNo}{/expenses} |

## Notes

{^hasNotes}

*No additional notes provided.*

{/hasNotes}

{#hasNotes}

{notes}

{/hasNotes}

## Signatures

|  |  |
| --- | --- |
| Petty Cash Custodian  Name: {custodianName}  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: {custodianSignDate} | Department Head  Name: {departmentHeadName}  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: {departmentHeadSignDate} |