

[Company Name] Petty Cash Log

For 01/01/2016 through 01/03/2016

Balance \$31.47

Date	Receipt No.	Description	Amount Deposited	Amount Withdrawn	Charged To	Received By	Approved By
1/1/2016	1011	Deposit to petty cash	\$50.00		petty cash		Mary Baker
1/3/2016	243	Pizza for overtime workers		\$18.53	morale account	Jay Adams	Mary Baker