[Company Name] Petty Cash Log

For 01/01/2025 through 01/03/2025 Balance $31.47

Date	Receipt No.	Description	Amount Deposited	Amount Withdrawn	Charged To	Received By	Approved By
1/1/2025	1011	Deposit to petty cash	$50.00		petty cash		Mary Baker
1/3/2025	243	Pizza for overtime workers		$18.53	morale account	Jay Adams	Mary Baker
Total	**2**		**$50.00**	**$18.53**			