Petty cash log

The Vera Standard

Organization _____ Keeper of the box _____ Month _____

Fixed amount of the box $ _____ Backup keeper _____

PAYMENTS FROM THE BOX

Date	Slip no.	Paid to / what for	Budget line or event	Amount
Total slips				

COUNT (TWO PEOPLE)

Cash in the box	
Plus total of slips	
Should equal the fixed amount	

Top-up check no. _____ Top-up amount $ _____ Date _____

Keeper: signature _____ Second person: signature _____ Date counted _____

Printed name _____ Printed name _____

Petty cash is for small costs only. No loans, no advances, no personal checks. Every payment needs a slip and a receipt.