

# PETTY CASH SUMMARY SHEET

Balance at beginning \$ \_\_\_\_\_

Period from \_\_\_\_\_ to \_\_\_\_\_  
(Look at the receipts. Dates are for the oldest receipt date to the latest receipt date.)

Balance at the end of this period \$ \_\_\_\_\_

DATE	AMOUNT	DESCRIPTION OF PURCHASE & VENDOR	B/C
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			