

Petty Cash Report

Receipt Number	Date	GL Account Number				Description	Amount (before taxes)	PST	GST	TOTAL
		Fund	Location	Unit	Object					
		10	00							
		10	00							
		10	00							
		10	00							
		10	00							
		10	00							
					SubTotal	0.00	0.00	0.00	0.00	
		10	00							
		10	00							
		10	00							
					SubTotal	0.00	0.00	0.00	0.00	
		10	00							
					SubTotal	0.00	0.00	0.00	0.00	
					SubTotal	0.00	0.00	0.00	0.00	
					SubTotal	0.00	0.00	0.00	0.00	
					SubTotal	0.00	0.00	0.00	0.00	
					Total to be Reimbursed	0.00	0.00	0.00	0.00	

1. Group receipts by GL Account Number.
2. Original till receipts will be accepted. Debit receipts are not acceptable.
3. Number each receipt in order as it's written on the report and record receipt number in first column.
4. Record receipts individually with very brief discription.
5. Subtotal each account code.
6. Total all receipts.
7. Reconcile cash on hand vs reimbursement due.
8. Attach a payment voucher to the front of the Petty Cash Report and staple together with the receipts at the back of the forms.
9. Transfer subtotals of each account with no more that 25 letters/spaces long as your description.
10. Complete Payment Voucher payable to yourself. Ensure authorized signatures are on the p/v before it comes to a/p.

Petty Cash must be reconciled at least once per month.

Cash on Hand	
Total	0.00
Original Petty Cash Amount	
Difference	0.00