



Your Adventure Starts Nearby.

Version: 04/11/12

# Petty Cash Log

*And Request for Additional Funds*

Chapter: \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer or President

\_\_\_\_\_  
Date

Date of Transaction	Receipt or Document Included? (Y/N)	"Paid To" or "Received From" <i>Ex: John Doe, Annual Potluck, Ace Hardware, etc.</i>	Description of Expense or Income <i>Ex: Trail supplies, Donations, Hammer and nails</i>	Account <i>Leave blank if regular account. Otherwise name the account (CCS-LP17, Smith Memorial, etc.)</i>
				<b>Starting Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
/ /				
				<b>New Balance:</b>
				<b>Ending Balance:</b>

**Whenever you need more money** for your petty cash box, just send this form in. You don't have to wait until you've filled all the lines. On the other hand, if you **do** fill all the lines, please send the form in whether or not you need additional money, so we can keep your records here up to date. Lastly, we ask that you keep your Petty Cash balance at or below \$400 (you can send extra money in to be credited to your account). **Thanks for your help!**

**Send to:** NCTA, Attn:Bookkeeper  
229 E. Main St.  
Lowell, Mi 49331

Please send a check for \$ \_\_\_\_\_  
to refill our Petty Cash Box.

Please send more of these forms.

Send to: \_\_\_\_\_

Address: \_\_\_\_\_

City, St Zip: \_\_\_\_\_