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| --- | --- | --- | --- | --- | --- | --- | --- |
| PRODUCTION PETTY CASH LOG            Amount Requested:  PETTY CASH REQUIRED BY:  **John Doe**  **Production Manager**  PC Request No: 0025/2021  Date: 06/01/2021  PETTY CASH HANDED BY:  **Martha Smith**  **Accounting Manager**  PC Reference #: 2108/2021  Date: 06/01/2021  Amount Received: | | | | | | | |
|  | | $1,000.00 |  | | | $800.00 |  |
|  |  |  |  |  |  |  |  |
|  | DATE | PAID TO | PAID FOR | RCPT | AMOUNT | BALANCE |  |
|  | 06/20/2021 | David & Rochester | Material for bulletin board |  | $20.00 | **$780.00** |  |
|  | 06/21/2021 | House Parts & Co | Wardrobe repair items |  | $65.00 | **$715.00** |  |
|  | 06/22/2021 | Store Name | Lorem Ipsum |  | $105.00 | **$610.00** |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  | Receipt# (For Cash Turned In) | | **222101/2021** |  |
|  |  |  |  |  | Date | **06/30/2021** |  |
|  |  |  | **AMOUNT TURNED IN** | | | **$610.00** |  |
|  | Tape all receipts onto one sheet of paper and enclose it in a Petty Cash envelope! | | | | | |  |
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