|  |
| --- |
|  PRODUCTION PETTY CASH LOG     Amount Requested:PETTY CASH REQUIRED BY:**John Doe****Production Manager**PC Request No: 0025/2021Date: 06/01/2021PETTY CASH HANDED BY:**Martha Smith****Accounting Manager**PC Reference #: 2108/2021Date: 06/01/2021Amount 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** |   |
|   |  |  |  |[ ]   |  |   |
|   |  |  |  |[ ]   |  |   |
|   |  |  |  |[ ]   |  |   |
|   |  |  |  |[ ]   |  |   |
|   |  |  |  |[ ]   |  |   |
|   |  |  |  |[ ]   |  |   |
|   |   |   |   | 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! |   |
|   |   [© TemplateLab.com](https://templatelab.com/) (000) 999 4000 9999office@writehereproduction.comwww.write-hereproduction.com |   |