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|   | RESTAURANT NOUVEAU |   |   |
|   | Petty Cash Log |   |
|   |   |   |   |   |   |   |   |
|   | Reporting period: **Jan 2021 - March 2021** |   |   |   |   |   |
|   |   |   |   |   |   |  |   |
|   | Person responsible: **John Doe** |   | Beginning Balance:  | **$4,656.00** |   |
|   |   |   |   |   |   |   |   |
|   | **CASH LOGS** |   |
|   |   |   |   |   |   |   |   |
|   | **Date** | **Paid To / Returned FromPurpose Description** | **ApprovedBy** | **Cash In** | **Cash Out** | **Balance** |   |
|   |   |   |   |   |   |   |   |
|   | 04/01/21 | **Brewery** | Harry M. |  | $415.00 | $4,241.00 |   |
|   | 15 crates of homemade beer - gifts for VIP |   |
|   |   |   |   |   |   |   |   |
|   | 04/03/21 | **Pizza & Snacks** | Corry T. | $49.00 |  | $4,290.00 |   |
|   | Delivered to Mr. Angels |   |
|   |   |   |   |   |   |   |   |
|   | 04/06/21 | **Lorem Ipsum** | John D. |   | $290.00 | $4,000.00 |   |
|   | Type here purpose description |   |
|   |   |   |   |   |   |   |   |
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|   |  |  The petty cash box should be stored in your safe, and accessed only by the owner/manager when required. In the event that petty cash is needed on a regular basis, and the safe is not in a convenient location, then you might make the bartender or shift manager responsible for it. |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | **$4,000.00** |   |
|   |   |   |   |   |   |   |   |
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