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|  |  | **SCHOOL PETTY CASH LOG** | | | | | |  | |  |  | | | |  |  | |
|  |  | EASTVIEW SECONDARY SCHOOL | | | | | | | | | | | | |  |  | |
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|  |  | **PETTY CASH RECEIPT INFORMATION** | | | |  |  | |  | |  |  | |  |  |  |  | |
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|  |  | DATE |  | CHECK NUMBER | |  | SIGNED BY | | | | | |  | AMOUNT |  |  | |
|  |  | 01/09/2021 |  | 23352668554488 | |  | JOHN DOE | | | | | |  | 400.00 $ |  |  | |
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|  |  | **PETTY CASH LOCATION:** | | | PRINCIPAL'S OFFICE SAFE | | |  | |  |  | |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  | |
|  |  | **PERSON RESPONSIBLE:** | | | KETTY MIDDLETON | | |  | |  |  | |  |  |  |  | |
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|  |  | **DATE** |  | **EXPENSE DESCRIPTION** | |  | **AMOUNT** |  | | **RECEIPT #** | | |  | **BALANCE** |  |  | |
|  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  | |
|  |  | 01/10/2021 |  | Educational posters | |  | 25.00 $ |  | |  | 51252410 | |  | 375.00 $ |  |  | |
|  |  | 01/13/2021 |  | Printing paper | |  | 15.00 $ |  | |  | 22532254 | |  | 360.00 $ |  |  | |
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|  |  |  |  |  | **Date:** |  | 01/22/2021 |  | | **Ending Balance:** | | |  | 360.00 $ |  |  | |
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|  |  |  |  |  |  |  | Authorized Person | | | | | | | |  |  | |
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