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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 |   |   |
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|   |   | **PETTY CASH LOCATION:** |  PRINCIPAL'S OFFICE SAFE |   |   |   |   |   |   |   |
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|   |   | **PERSON RESPONSIBLE:** |  KETTY MIDDLETON |   |   |   |   |   |   |   |
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|   |   | **DATE** |  | **EXPENSE DESCRIPTION** |  | **AMOUNT** |  | **RECEIPT #** |  | **BALANCE** |   |   |
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|   |   | 01/10/2021 |   | Educational posters |   | 25.00 $ |   |[x]  51252410 |   | 375.00 $ |   |   |
|   |   | 01/13/2021 |   | Printing paper |   | 15.00 $ |   |[x]  22532254 |   | 360.00 $ |   |   |
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|   |   |   |   |   |   |   |  [© TemplateLab.com](https://templatelab.com/)       |   |