

PETTY CASH LOG

One row per transaction. Carry the balance down; count the box when you reconcile.

Custodian _____ Reviewed by _____

Location / box _____ Period _____

Fund (float) amount _____

Date	Description	Receipt #	Money in	Money out	Balance

Total money in

Total money out

Expected balance

Cash counted

OVER / SHORT

Keep a receipt or signed voucher in the box for every payout. Replenish the fund back to its float amount — the replenishment check should equal the receipts since the last top-up.

Custodian signature / date _____ Reviewed by / date _____