Petty Cash Journal

Reporting Period

From _____ To _____ Balance _____

Date	Voucher #	Account	Account #	Payee	Approved By	Total	Balance

Audited By _____

Approved By _____

Total Voucher Amount		
Total Receipts		
Cash on Hand		
Overage/Shortage		
Petty Cash Reimbursement		
Balance Forward		