

## PETTY CASH LEDGER FORM

Please fill out the *Petty Cash Ledger* to replenish your petty cash fund or to account for special event petty cash. Fill out each column with as much information as possible. For example, if Jane Doe was taking five athletes to State Games, the form would be filled out as shown below.

**Make sure you have a receipt for each expense. This is extremely important!**

**Attach your receipts to the Petty Cash Ledger before you send it to the SOWI Headquarters office, Accounts Payable Clerk. A template of the form can be found in the *Forms for Duplication* section of your handbook.**

**Petty Cash Ledger**

Date	Who	Amount	Where	Purpose	Expense Code
01/23/2010	Jane Doe	\$ 25.00	McDonalds	Food on the way to state games	
01/23/2010	Jane Doe	\$150.00	Ramada	Lodging while at state games	
01/23/2010	Jane Doe	\$ 25.00	Kwik Trip	Refuel rental vehicle used for state games transportation	