



Instructions:

Generally, petty cash replenishments are comprised of many small receipts. Rather than noting each individual petty cash receipt/invoice on form 2-3E with each receipt allocated to the appropriate category, it may be easier to make one summary notation on form 2-3E.

This form should be used to provide backup for the summary notation. For each petty cash withdrawal/disbursement, the individual item should be recorded on the form above with the date, purpose of the expense and the category allocation. All receipts/invoices should be attached to this form.

The totals at the bottom would be transferred to form 2-3E as one line item. The total withdrawal amount would agree to the cheque issued to replenish the petty cash fund.