Lutheran Family Se

INDIVIDUAL PETTY CASH LOG

Month/Year:_____

Name of Individual:_____ **Name of Provider**_____.

Directions:

1.) Save all receipts in the envelope that corresponds with the month on the top of this sheet.
2.) Make sure the envelope is marked with the correct month and individual name.
3.) Use a new petty cash log each month. Put the old petty cash log in the envelope with the receipts at the end of the month and submit the envelope to the main office no later than the 5th of the following month.
4.) If you could not or did not get a receipt please provide an explanation in the description section.

Date	Place	Description	Payment (-)	Deposit (+)	Balance

Beginning Balance: $_____ (Please record this amount as the beginning balance on the log for next month.)