

Petty Cash Fund Log

Department/Unit: _____

Petty Cash Fund ID Number: _____

Custodian: _____

Fund Limit: _____

Date Disbursed (or Replenished)	Disbursed To	Purpose	Amount	Recipient's Signature	Excess Cash Returned? (Y/N)	Receipt Returned? (Y/N)	Cash on Hand (Running Balance)

As we use an imprest system for petty cash funds, remember:
 petty cash fund fixed limit =
 cash on hand + receipts for disbursed cash to be replenished