[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11288&utm_source=integrated+content&utm_campaign=/content/simple-receipt-template&utm_medium=Petty+Cash+Receipt+word+11288&lpa=Petty+Cash+Receipt+word+11288&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PETTY CASH RECEIPT TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PETTY CASH RECEIPT** | |  |  |  | **No. 00001** |
| **RECEIVED BY** |  |  | **DATE** |  |  |
| **AMOUNT DISPERSED** | |  |  |  |  |
| **DISPERSED TO** |  |  |  |  |  |
| **TITLE / DEPARTMENT** | |  |  |  |  |
| **PURPOSE** |  |  |  |  |  |
| **DISPERSED BY** |  |  |  |  |  |
| **AUTHORIZED BY** |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **PETTY CASH RECEIPT** | |  |  |  | **No. 00002** |
| **RECEIVED BY** |  |  | **DATE** |  |  |
| **AMOUNT DISPERSED** | |  |  |  |  |
| **DISPERSED TO** |  |  |  |  |  |
| **TITLE / DEPARTMENT** | |  |  |  |  |
| **PURPOSE** |  |  |  |  |  |
| **DISPERSED BY** |  |  |  |  |  |
| **AUTHORIZED BY** |  |  |  |  |  |
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|  |  |  |  |  |  |
| **PETTY CASH RECEIPT** | |  |  |  | **No. 00003** |
| **RECEIVED BY** |  |  | **DATE** |  |  |
| **AMOUNT DISPERSED** | |  |  |  |  |
| **DISPERSED TO** |  |  |  |  |  |
| **TITLE / DEPARTMENT** | |  |  |  |  |
| **PURPOSE** |  |  |  |  |  |
| **DISPERSED BY** |  |  |  |  |  |
| **AUTHORIZED BY** |  |  |  |  |  |

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