Petty Cash Account Statement

Custodian: _____ **Statement No:** _____

Department: _____ **Period From:** _____

Location: _____ **Period To:** _____

Statement Summary			
Beginning Balance:		**Total Disbursements:**	
Total Replenishments:		**Ending Balance:**	

Date	Voucher No.	Description / Payee	Cash In (+)	Cash Out (-)	Balance
		Totals			

Prepared By (Custodian)
Date: _____

Verified & Approved By
Date: _____

Audited By
Date: _____