PETTY CASH / EXPENSE REPORT

PRODUCTION COMPANY _____ PRODUCTION TITLE _____

EMPLOYEE NAME _____ DEPARTMENT _____ VOUCHER NUMBER _____

FROM _____ 19 ____ TO _____ 19 ____ PAID BY CHECK NO. _____

ENTERED	AUDITED	APPROVED	PAID

DATE	NO.	TO WHOM PAID	FOR WHAT	ACCT.	AMOUNT

PETTY CASH ADVANCE AMOUNT $ _____ RECEIPTS PAID $ _____

TOTAL RECEIPTS AND CASH $ _____ CASH ON HAND $ _____

(OVER OR UNDER) $ _____ TOTAL $ _____

DISTRIBUTION OF EXPENSES

									MISCELLANEOUS
									TOTALS