**Petty Cash Register**

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| Position: Project:  |  AmountCheck No: Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Register No: \_\_\_\_\_\_\_\_\_\_ Approved Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| S# | **DATE** | **PAID TO:** | **DESCRIPTION** | **WA(Y/N)** | **ACCT** | **Opening Bal** | Closing Bal |
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| Important Note: | TOTAL RECEIPTS $ |  |  |
|  | PETTY CASH ADVANCE |  |  |
|  | ECK/CASH ENCLOSED |  |  |
|  | CHECK/CASH DUE $ |  |  |
|  | Total Balance: |  |  |