**Petty Cash Register**

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| Position:  Project: | | | | Amount  Check 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: | |  |  |