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| Petty Cash Statement | | | |
| Cash Expenses (Part 1) |  | **Balance Details (Part 2)** |  |
| Cash Month: |  | Date of Preparation: |  |
| Total number of Transactions: |  | Receipt # |  |
| Financial Year: |  | Submitted by: |  |
| Total Expenses: |  | **Closing Balance:** |  |
| Change Paid In/Out (a) – (b) | |  | |
| Purpose of Preparing this statement: | | | |
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| CASH RECEIVED BY: | | Account code | |
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| Special Notes to Account: | | | |
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|  | | | |
|  | | | |
| Signature |  | Authorized Signature |  |