



Petty Cash Log Template

9 Jul 2025 / Willca Grant

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	0
Conducted on	09.07.2025 16:04 PST				
Prepared by	Willca Grant				
Location	38GJ+4W Maroubra NSW, Australia (-33.9247144, 151.3323428)				

Log	
Petty Cash	
Petty Cash 1	
Date & Time	05.07.2025 14:30 PST
Details	Snacks and water for weekend maintenance crew
Paid or Received?	Paid
Paid to:	Laura Mendoza
Beginning balance:	1539.00
Cash out:	300.00
Cash in:	0
Balance:	1239
Petty Cash 2	
Date & Time	10.07.2025 10:30 PST
Details	Paid for emergency electric fan for assembly line staff
Paid or Received?	Paid
Paid to:	Ana Lopez
Beginning balance:	1239
Cash out:	450
Cash in:	0
Balance:	789
Completion	
Final Balance	789
Cash on Hand	789

Difference

0

Approved by: Name and Signature

Engr. Michael Soriano
10.07.2025 08:24 PST