W.O. Mitchell School Council

PETTY CASH LOG

PETTY CASH CUSTODIAN: _____ PETTY CASH BALANCE: $ _____

LOG DATE: FROM _____ TO _____

DATE	DESCRIPTION	CASH RECEIVED	CASH PAID OUT	R*	RUNNING BALANCE	SIGNATURE CASH PAID TO
	Totals				Net change	

R: X FOR AVAILALBE RECEIPTS AND ATTACH ALL APPLICABLE RECEIPTS TO THE LOG*