amity college

PETTY CASH CLAIM FORM

IMPORTANT NOTES

1 PLEASE ATTACH SEQUENTIALLY NUMBERRED VOUCHERS/RECEIPTS WITH THIS FORM
2 DO NOT INCLUED PERSONAL EXPENDITURE ON THIS FORM
3 ALL ENTERTAINMENT EXPENDITURES MUST INCLUDE DATE, PLACE, NAMES AND COMPANY

PETTY CASH CLAIMED BY

DATE	DESCRIPTION	COMPANY NAME	TOTAL EXC. GST	TOTAL GST	TOTAL INVOICE
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
		TOTAL	$ 0	$ 0	$ 0

TOTAL EXPENSES INCURRED (INVOICES) $ 0

APPROVALS

AUTHORISED BY

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SIGNATURE OF PETTY CASH ADMINISTRATOR

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PETTY CASH PAYMENT RECIEVED

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