**PETTY CASH RECEIPT TEMPLATE**

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| **PETTY CASH RECEIPT** |  |  |  | **No. 00001** |
| **RECEIVED BY** |   |   | **DATE** |   |   |
| **AMOUNT DISPERSED** |   |  |  |  |
| **DISPERSED TO** |  |   |  |  |  |
| **TITLE / DEPARTMENT** |   |  |  |  |
| **PURPOSE** |  |   |  |  |  |
| **DISPERSED BY** |  |   |  |  |  |
| **AUTHORIZED BY** |  |   |  |  |  |
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| **PETTY CASH RECEIPT** |  |  |  | **No. 00002** |
| **RECEIVED BY** |   |   | **DATE** |   |   |
| **AMOUNT DISPERSED** |   |  |  |  |
| **DISPERSED TO** |  |   |  |  |  |
| **TITLE / DEPARTMENT** |   |  |  |  |
| **PURPOSE** |  |   |  |  |  |
| **DISPERSED BY** |  |   |  |  |  |
| **AUTHORIZED BY** |  |   |  |  |  |
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| **PETTY CASH RECEIPT** |  |  |  | **No. 00003** |
| **RECEIVED BY** |   |   | **DATE** |   |   |
| **AMOUNT DISPERSED** |   |  |  |  |
| **DISPERSED TO** |  |   |  |  |  |
| **TITLE / DEPARTMENT** |   |  |  |  |
| **PURPOSE** |  |   |  |  |  |
| **DISPERSED BY** |  |   |  |  |  |
| **AUTHORIZED BY** |  |   |  |  |  |

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