

Cash taken by: _____ Date: _____		
Cash given by: _____		
Sr. No.	Description of expense	Amount
1	Travelling Expense	
2	Stationary Expense	
3	Food Expense	
4	Kirana Expense	
5	Other Miscellaneous	
	Total	

Signature

Cash taken by: _____ Date: _____		
Cash given by: _____		
Sr. No.	Description of expense	Amount
1	Travelling Expense	
2	Stationary Expense	
3	Food Expense	
4	Kirana Expense	
5	Other Miscellaneous	
	Total	

Signature