**DAILY EXPENSE AND PETTY CASH LOG**

Petty Cash Opening Balance:

Petty Cash Credit: Date: 5/5/2022

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXPENDITURE** | **AMOUNT(GHC)** | **RECEIPT**  **Y/N** | **DATE**  **REFUNDED** | **NAME OF RECEIPIENT** | **RECIEPIENT SIGNATURE**  **(CERTIFICATION OF**  **HONOR)** | **COMMENTS** |
| MTN Postpaid Payment | 62.72 | Y | 5/5/2022 | Anna Isumonah | Anna Isumonah | For April |

Petty Cash spent (GHC): **62.72**

Petty Cash closing Balance:

**Certificate of Honor\*** By signing this section, the recipient/employee affirms that they have received the amount stated and used it for the specific expenditure against which their signature is appended.

**Prepared by: Anna Isumonah Authorized by:**

**Signature: Anna Isumonah Signature:**

**Date: 5/5/2022 Date:**