

PETTY CASH REQUEST

EXPENCE	DESCRIPTION	AMOUNT
Opening Balance		
Building		
Electrical		
Globes & Tubes		
Garden		
Plumbing		
Security		
Pool		
Cleaning Material		
Staff Refreshments		
Stationary		
Telephone		
Casual Wages		
Travel		
Other		
Other		
Other		
Total Claim Amount		R

Payment requested by	
Account Name	
Bank	
Account Number	
Branch	

- All funds of the Scheme, including Petty Cash are Trust Money and must be dealt with in accordance to the relevant Regulations.
- The person in charge of the Petty Cash, takes full responsibility of these funds and any other money relating to the Scheme, received by him/her.
- Payments of claims will only be processed of condition of approval by Trustees/Directors.

Approved By	
Date	
Signature	