

Acknowledgement of Money Received

I have received \$ _____ to purchase _____

*I am responsible to return all receipts and unused money **immediately**.*

Staff receiving money _____ Date: _____

Signature

Petty Cash Custodian _____ Date: _____

PCC Signature

The PCC should retain this form. Upon receiving all receipts and unused money, it should be destroyed in the presence of the staff that received the money.

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