

Security Guard Petty Cash Balance

Date	Check # received	Name of Officer Paid	Checks received from Accounts Payable	Payments issued out to officers	Balance
Beginning Balance					600.00
06/07/16		Officer A		\$75.00	525.00
06/14/16		Officer A		\$75.00	450.00
07/01/16	123456		\$150.00		600.00
07/05/16		Officer A		\$75.00	525.00
07/12/16		Officer A		\$75.00	450.00
					450.00
					450.00
					450.00
					450.00
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					450.00
					450.00
					450.00
					450.00
					450.00
					450.00
					450.00
					450.00

EXAMPLE

Total to be replenished: \$150.00

Cash on hand: \$450.00

Total fund: \$600.00

Supervisor Signature: _____

Date: _____