

## Petty Cash Authorization Receipt

I have received from the \_\_\_\_\_ Church  
check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, to use as a Petty Cash Fund  
for \_\_\_\_\_  
in my position as \_\_\_\_\_.

I understand that this amount represents the maximum monthly spending for this  
ministry, and that receipts must be submitted periodically to replenish these funds.

I further understand that these funds must be returned to the Church Treasurer when I  
no longer hold the above-mentioned position at the Church mentioned above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_