

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: _____