BUDGET & ACCOUNTING

Petty cash and expense log

FORM AT-05

arostime.com

PRODUCTION	PROD #	ENVELOPE / FLOAT #	CURRENCY
CUSTODIAN NAME	**DEPARTMENT**	**PERIOD FROM / TO**	**OPENING FLOAT ($)**

OPENING FLOAT	SUBTOTAL SPENT	TAX (GST/HST/SALES)	TOTAL RECEIPTS	CASH RETURNED / (OWED)

Rcpt #	Date	Vendor	Description / Item	Dept	Acct #	Pay Type	Subtotal	Tax	Total
Total Receipts									

CUSTODIAN SIGNATURE & DATE

DEPT HEAD / UPM APPROVAL & DATE

PRODUCTION ACCOUNTANT AUDIT & DATE

Attach numbered itemized receipts in order. Close petty cash envelopes weekly; never mix personal purchases with production floats.

Free studio production template from arostime.com — Zero SIN/SSN collected. Yours to customize and share.