**Restaurant Petty Cash Log**

**[Restaurant Name]
[Restaurant Address]**

**Date of Log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initial Cash Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Petty Cash:
[ ] Emergency Supplies
[ ] Small Equipment Purchases
[ ] Miscellaneous Expenses
[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Date** | **Item/Expense** | **Category** | **Amount** | **Remaining Balance** |
| --- | --- | --- | --- | --- |
|  |  | **[ ] Supplies** |  |  |
|  |  | **[ ] Maintenance** |  |  |
|  |  | **[ ] Miscellaneous** |  |  |
|  |  | **[ ] Staff Meals** |  |  |
|  |  | **[ ] Emergency Repair** |  |  |
|  |  | **[ ] Marketing** |  |  |
|  |  | **[ ] Other:**  |  |  |

**Final Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**