**Small Business Petty Cash Log**

**[Business Name]
[Business Address]
Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Starting Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expense Categories
[ ] Office Supplies
[ ] Maintenance
[ ] Marketing
[ ] Utilities
[ ] Miscellaneous Expenses**

**Transaction Details**

| **Date** | **Category** | **Expense Description** | **Amount** | **Remaining Balance** |
| --- | --- | --- | --- | --- |
|  | **[ ] Supplies** |  |  |  |
|  | **[ ] Utilities** |  |  |  |
|  | **[ ] Marketing** |  |  |  |
|  | **[ ] Miscellaneous** |  |  |  |
|  | **[ ] Emergency Purchase** |  |  |  |
|  | **[ ] Other:**  |  |  |  |

**Closing Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Notes:**