

## Kempsey Regional Support - Record of Cash Expenditure

*(Please circle)*

Client/Event: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ **Pmt:** Petty Cash  
**Job No:** \_\_\_\_\_ **Method** Chq No. \_\_\_\_\_  
 EFT Date \_\_\_\_\_

### Type of Expenditure & Allocation estimation

<ul style="list-style-type: none"> <li>• Groceries</li> <li>• \$</li> </ul>	<ul style="list-style-type: none"> <li>• Fuel (incl transport)</li> <li>• \$</li> </ul>	<ul style="list-style-type: none"> <li>• Activities (incl Entry Fees)</li> <li>• \$</li> </ul>
<ul style="list-style-type: none"> <li>• Meals (Take Away or Eat In)</li> <li>• \$</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• \$</li> </ul>	<ul style="list-style-type: none"> <li>• Other – personal care items, nappies etc \$</li> </ul>

*Please number individual receipts & attach to this form & return to KRS Office Staff together with any change*

**NOTE: In accordance with KRS Policy no funding can be used for the purchase of any alcohol or tobacco related products.**

Receipt No:	Date	Purchase from	Type of Expenditure	Amount	Sub total	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
		GST Total ( <i>Office only</i> )				
		Total Expenditure		\$		
		Cash Returned	Receipt #	\$		Signature:
		Witness to Cash Return:				Signature:

