

Petty Cash Claim

Date _____
Amount \$ _____
Description _____

Declaration

I incurred this cost with authority of McLaren Flat Recreation Ground Inc and have provided a receipt. Yes/No*
OR

I accept responsibility for this cash advance for the purpose authorised by McLaren Flat Recreation Ground Inc and will provide a receipt and balance of credit within 14 days. Yes/No*

Claimant name

Approved by

Claimant signature

Signature

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