

U3A Foyle  
Petty Cash Form

Pascal McDonald House  
Gransha Park  
Londonderry  
BT47 6TG

Date .... / ..... / .....

Amount Spent to date ..... (Please attach receipts)  
(From Petty Cash Book)

Cash remaining in box .....

TOTAL .....

If this total is not equal to £50.00 please comment below.

---

---

---

Petty Cash Claim:

Petty Cash holding amount      £50.00

Cash in Petty Cash Box      £ .....

Amount required      £ .....

Signed .....

=====

**Office Use Only**

Payment Authorised by .....      Date .....

Cheque No ..... (Pay U3A Foyle)

Amount Paid £ .....

Date Keyed to SAGE (Bank Payments N/C 8200)      .... / ..... / .....