

新加坡佛教总会呈献
样板文件
增补 S1: 零用现金突击检查记录

Petty Cash Surprise Check Record
 零用现金突击检查记录

Date (日期): _____

Custodian's Name (保管人姓名): _____

Department (部门): _____

Approved Petty Cash Fund Amount (e.g.\$200): _____ (A)
 经批准的零用现金额 (例如: \$200):

Currency on Hand 现存零用现金	Quantity 数量	Total 总额
\$0.01	x	=
\$0.05	x	=
\$0.10	x	=
\$0.20	x	=
\$0.50	x	=
\$1	x	=
\$2	x	=
\$5	x	=
\$10	x	=
\$50	x	=
\$100	x	=

Total Cash on Hand (现存零用现金额) \$ _____

Amount Expended (Verified to Supporting Receipts
 & Petty Cash Records)
 已支出金额 (需核实已支付的收据与零用现金记录) \$ _____ (B)

Advance(s)
 预支款项 \$ _____ (C)

Total Amount of Petty Cash
 现存零用现金 (A 减 B 和 C) \$ _____

Difference
 差异
 Explanation for difference (if any)
 若有差异, 请提供解释 _____

Checker's Signature
 检查人签名 _____

Checker's Name
 检查人姓名 _____

Dept Head's Signature
 部门主任签名 _____

Dept Head's Name
 部门主任姓名 _____