

Receipt of Petty Cash

The undersigned, _____, acknowledges receipt of \$_____ for petty cash from _____ Apartments this date with the understanding that these funds are only to be used for the purchase of necessary supplies or services for the operation or maintenance of _____ Apartments. All purchases must be documented with vendor receipt so that at all times there is either \$_____ cash or a combination of cash and receipts equal to \$_____.

In the event of resignation or termination of employment, the undersigned hereby agrees to return all cash and/or receipts to the site manager of said property or the property's regional manager.

Date: _____

Signature