

Petty Cash Reimbursement/Acquittal of Advance Form

Complete this Section for All Claims						
					Oracle Account Number	
Date	Particulars of Goods/Services	Company	Location	Activity	GST Amt	Total
TOTAL CLAIMED						

Complete this Section for Claims Relating to Pre-Approved Petty Cash Advances (In Addition to the Section Above)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Advance	Advance Approver Name (in BLOCK letters)	Amount
Petty Cash Advance Acquittal		
Unused Petty Cash Advance Repaid		
or		
Claims in Excess of Petty Cash Advance		

Certification and Approvals for all Claims and Acquittals		
The above items have been purchased for Bounce Fitness		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Claimant Name	Claimant Signature	Date
PETTY CASH CUSTODIAN ACQUITTAL CONFIRMATION		
Advance acquitted and balance of	<input type="text" value="\$-"/>	issued/repaid (delete as applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Custodian Name	Custodian Signature	Date
<small>ALL PURCHASES \$50 AND OVER MUST BE SUPPORTED BY A TAX INVOICE WITH AN ABN QUOTED. PURCHASES BELOW \$50 MUST BE SUPPORTED BY A TAX INVOICE OR RECEIPT</small>		

Section 4: FBT DECLARATION - ONLY complete if transactions attract Fringe Benefits Tax

The above expenses were incurred by me during the period to

for the following purpose(s)

Other FBT Expense Payment **ONLY** FBT Entertainment Expense **ONLY**

The percentage incurred on Bounce Fitness Business was: % Total No. of person's No. Staff

Name of person claiming payment Signature Date Received

Administration Use Only - to be completed by Petty Cash Officer

Receipts/supporting documentation attached

ID Provided (Details)