Cash Log

Please do not submit receipts. Please use this spreadsheet to log all cash purchases.

All purchases over $250, please provide make/model/serial number(if applicable)

Date	Purchase Details	Purchase Total	Account to apply purchase to
EXAMPLE	Company Meeting - Applebees	$65.00	Meals/Entertainment
EXAMPLE	Supplies - Office Depot - office products, pens, paper, etc	$52.00	Office Expense
	Totals	**$117.00**	

This cash must be reported in your sales for each month. We will expense as needed