

# LESSON 5-4

## Petty Cash

# ESTABLISHING A PETTY CASH FUND

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August 19. Paid cash to establish a petty cash fund, \$100.00.  
Check No. 8.

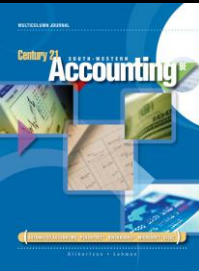
JOURNAL										PAGE 1
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH			
				DEBIT	CREDIT		DEBIT	CREDIT		
17	19 Petty Cash	C8	4	100.00					100.00	17
18										18

Diagram illustrating the journal entry with numbered callouts:

- 1**: Points to the date (19).
- 2**: Points to the account title (Petty Cash) and the debit amount (100.00).
- 3**: Points to the credit amount (100.00).
- 4**: Points to the source document number (C8).

- Date.** Write the date.
- Debit.** Write the title of the account to be debited. Record the amount debited.
- Credit.** Record the amount credited.
- Source document.** Write the source document number.

Petty Cash	
Debit	Credit
NORMAL BALANCE	
↑ Increase	↓ Decrease
100.00	
Petty Cash	
Cash	
	100.00



# MAKING PAYMENTS FROM A PETTY CASH FUND WITH A PETTY CASH SLIP

## PETTY CASH SLIP

No. 1

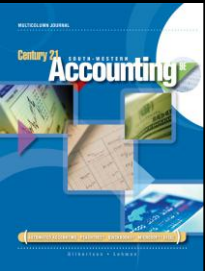
Date: August 19, 20--

Paid to: Tribune

For: Newspaper Ad \$ 10.00

Account: Advertising Expense

Approved: Kim Park



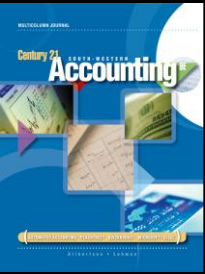
# REPLENISHING PETTY CASH

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August 31. Paid cash to replenish the petty cash fund, \$30.00: miscellaneous expense, \$20.00; advertising, \$10.00. Check No. 12.

JOURNAL										PAGE 2
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH			
				DEBIT	CREDIT		DEBIT	CREDIT		
10	31	Miscellaneous Expense	C12	4	20 00				30 00	10
11	1	Advertising Expense			10 00					11

- Date.** Write the date.
- Debit.** Write the title of the first account to be debited. Write the amount to be debited. Write the title of the second account to be debited. Record the amount to be debited.
- Credit.** Record the amount credited.
- Source document.** Write the source document number.



# TERMS REVIEW

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- petty cash
- petty cash slip