



# 3: Petty cash

Preeti has bought some things for her workplace.

Receipt 1:

\*\* CUSTOMER COPY \*\*

Cash & Carry Midtown
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13.11.12

Packet of coffee                      £6

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\* **PLEASE KEEP RECEIPT** \*  
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Thank you

Receipt 2:

\*\* CUSTOMER COPY \*\*

**AJ's Corner Shop**  
**Midtown**

15.11.12

Cleaning products                      £4

PLEASE KEEP RECEIPT

Thank you

Receipt 3:

\*\* CUSTOMER COPY \*\*

**Central Office Supplies**  
**Midtown**

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16.11.12

A4 paper                                      £3

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PLEASE KEEP RECEIPT

Thank you



# Activity 3: How much is she owed?



Can you help Preeti claim back her petty cash money?

1 How will Preeti work out how much money she needs to claim from petty cash?

2 How much money is Preeti owed from petty cash?

3 Petty cash only has a £20 note. How much change must Preeti put in the petty cash box?