

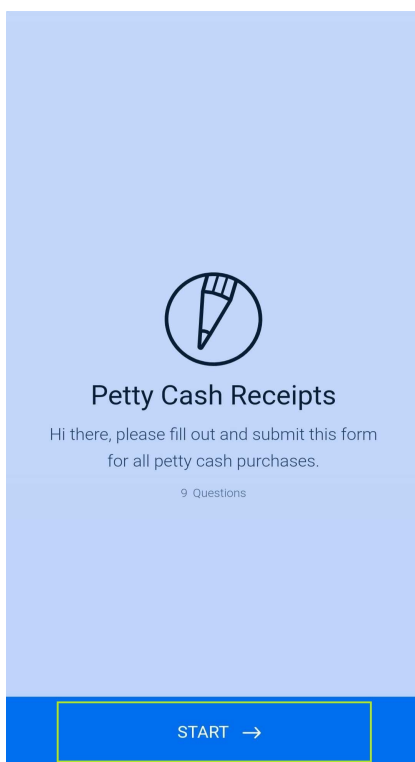
ezytax
BLUE

petty
cash

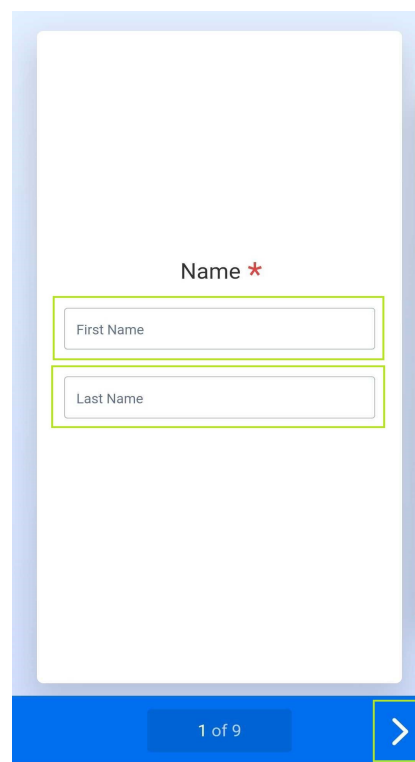
PETTY CASH RECEIPTS FORM

Purchases such as paper, stationary, etc can generally be done at booth level assuming you have authority from Management. When leaving the booth, ensure you have posted in Slack that you are making a purchase for approval.

1. When you purchase items for the station you have to record this using the Petty Cash Receipts form: <https://www.ezytaxblue.com.au/admin-portal> > Petty Cash Receipts OR <https://form.jotform.com/211100632534035>
2. Enter both your first and last name.



The image shows the landing page of the Petty Cash Receipts form. It features a blue background with a white circle containing a pencil icon. Below the icon, the text reads "Petty Cash Receipts" and "Hi there, please fill out and submit this form for all petty cash purchases." There is also a small text "9 Questions" and a blue button with the text "START →".



The image shows the input fields for the Petty Cash Receipts form. It features a white background with a blue border. The text "Name *" is displayed above two input fields: "First Name" and "Last Name". Below the input fields, there is a blue bar with the text "1 of 9" and a blue button with a white right-pointing arrow.

3. Enter the station number for which you are taking the cash from to pay for the items. Eg. EWTQ02 or EIBQ01.

Station *

< 2 of 9 >

4. Enter what item is being purchased such as paper or pens.

What are you purchasing? *

< 3 of 9 >

5. Before you purchase anything you need to get authorisation. Post in slack eg: "Need to get paper". Write the name of the person who authorised your purchase.

Have you received authorisation for your purchase? *

4 of 9

If yes: Who did you receive authorisation from? *

5 of 9

6. When you purchase anything you need to also record it on the Banking Worksheet for the station that you are on. See Float/Banking Worksheet manual for more details.

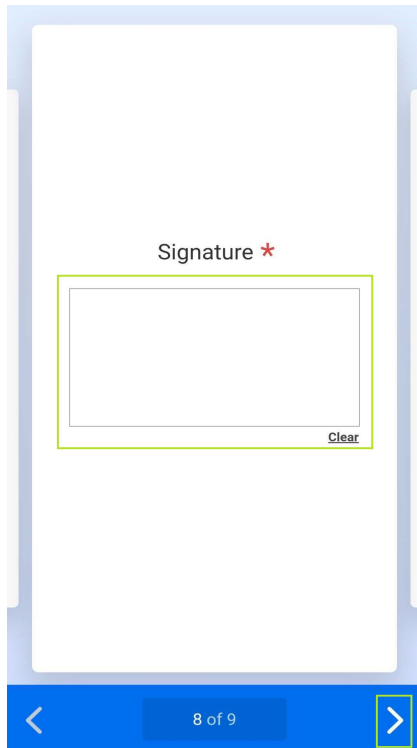
Has this been accounted for on your Banking Worksheet? *

6 of 9

PETTY CASH BREAKDOWN		
ITEM DESCRIPTION	AUTHORISED BY (Initial)	AMOUNT
Paper	JD	\$4.00
TOTAL		\$4.00

the file.

9. Once the file is uploaded you need to sign the JotForm. Enter the date the you are signing and click **Submit**. Keep the Receipt in the petty cash box.



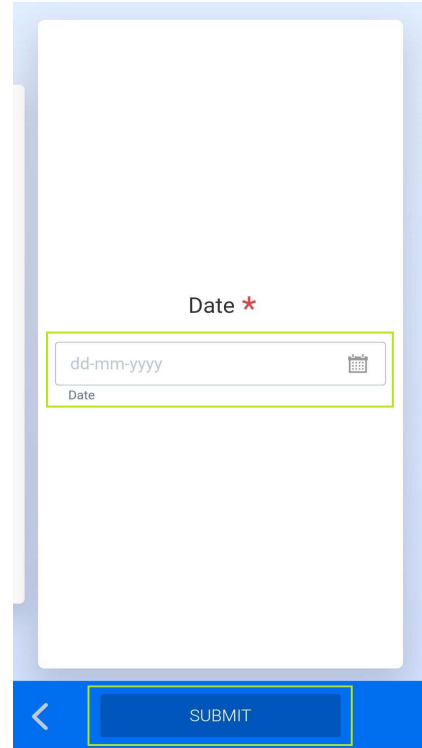
Signature *

Clear

8 of 9

< >

This screenshot shows a mobile form interface. At the top, the text "Signature *" is displayed in black. Below it is a large, empty rectangular box with a thin black border, intended for a signature. A small "Clear" link is located at the bottom right corner of this box. At the bottom of the screen, there is a blue navigation bar containing a left-pointing chevron, the text "8 of 9" in the center, and a right-pointing chevron. A yellow box highlights the right-pointing chevron.



Date *

dd-mm-yyyy

Date

SUBMIT

<

This screenshot shows a mobile form interface. At the top, the text "Date *" is displayed in black. Below it is a date input field with a placeholder "dd-mm-yyyy" and a calendar icon on the right. Below the input field, the word "Date" is written in a smaller font. At the bottom of the screen, there is a blue navigation bar containing a left-pointing chevron, a blue button with the text "SUBMIT" in white, and a right-pointing chevron. A yellow box highlights the "SUBMIT" button.