BAS

PETTY CASH DECLARATION

USE THIS FORM TO CLAIM *GST* ON EXPENSES PAID BY CASH
EXPENSE PAYMENT BENEFIT (CASH) DECLARATION

DATE	DESCRIPTION	PAID WITH GST $	GST AMOUNT	PAID WITHOUT A GST CHARGE
TOTAL $				

I declare

- that the above expenses paid by cash were incurred by me during the period _____/____/200_ to ____/____/200_ and the percentage of those expenses incurred in earning assessable income was 100%.
- that the expenses incurred relate directly to my activity as an employee/director/partner of _____.
- that I have the receipts and other records necessary to support my claim for deductions and rebates
- that I have the necessary tax invoices to support my claim for a *GST* credit

Processed by

Name _____

Signature _____Date _____