

**9-3 APPLICATION PROBLEM****Preparing a petty cash report**

Kevin Tomlinson is the custodian of a \$200.00 petty cash fund. On January 31 he had receipts for the following payments.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
City Office Supply	Computer disks	\$ 5.95
KEWQ Radio	Voice fee for radio advertisement	50.00
Rocket Computers	Fix laser printer	45.95
Hooksville PTA	Advertisement in monthly newsletter	10.00
John Simmons	Pick up recyclable materials	8.00
Myers Hardware	Nails to repair outdoor sign	2.50
Books and More	Mouse pad	6.15

**Instructions:**

1. Classify each expense into one of the general ledger accounts used by Hobby Shack in this chapter.
2. Calculate the total of expenses by account.
3. Prepare the petty cash report given below. A cash count shows \$70.67 in the petty cash box.