

**PETTY CASH HANDOVER STATEMENT**

DEPARTMENTAL AREA: Mental health review tribunal

ADDRESS: Level 4, 80 Albert Street, Brisbane

OFFICER HANDING OVER CASH AND/OR VALUABLES:

Surname BLOCK LETTERS  
KISHOREFirst Name BLOCK LETTERS  
ARCHANA

OFFICER RECEIVING CASH AND/OR VALUABLES:

Surname BLOCK LETTERS  
PERKINSFirst Name BLOCK LETTERS  
MITCHELL

DETAIL HEREUNDER CASH BALANCE HANDED OVER SHOWING ACCOUNT TITLE AND  
NUMBER (IF ANY), AMOUNT OF IMPREST ACCOUNT, AMOUNT EXPENDED AND  
REQUIRED TO BE RECOUPED, AND BALANCE ON HAND.

Mental Health Review Tribunal 700195

Imprest amount	<b>\$1000.00</b>	
Amount expended	<b>\$105.35</b>	Balance on hand <b><u>\$889.30</u></b>

DETAIL HEREUNDER VALUABLES ON HAND (IF ANY).  
(NIL RETURN TO BE SUBMITTED IF NO VALUABLES ON HAND, SEPARATE LIST MAY BE  
ATTACHED IF CERTIFIED TO AS CORRECT BY BOTH HANDING OVER AND RECEIVING  
OFFICER).

Not applicable

SIGNATURE OF OFFICER HANDING OVER .....

DATE: 13/04/2012

SIGNATURE OF OFFICER RECEIVING .....

DATE: 13/04/2012