

Emerson Stage  
Petty Cash Tracking

**ADVANCE AMOUNT:** \$1,000.00 C38073      **DATE:** 1-Mar-16

RCPT #	VENDOR NAME & DESCRIP	AMOUNT	CODE #	Show/ Dept
1	Home Depot	\$ 15.88	71002	104-1
2	Raders Engraving	\$ 35.00	71203	115-99
3	Gnomon Copy	\$ 11.03	71203	104-1
4	Porter Square Books	\$ 11.46	71002	104-1
5	A.C. Moore	\$ 20.10	71002	104-1
6	Emerson College Print and Cop	\$ 7.81	71011	104-1
7	MBTA	\$ 10.00	71300	104-1
8	Home Depot	\$ 54.98	71002	104-1
9	Pill Hardware	\$ 8.60	71002	104-1
10	Blick Art Materials	\$ 34.15	71002	104-1
11	Charles st Supplies	\$ 9.55	71003	115-80
12	City Place Garage	\$ 22.00	71300	104-1
13	CVS	\$ 19.56	71002	101-80
14	CVS	\$ 0.92	71002	102-80
15	Backstage Hardware	\$ 10.63	71002	102-20
15.5	Staples	\$ 8.49	71002	102-80
15.7	CVS	\$ 4.56	71002	102-80
16	Boston Common Garage	\$ 18.00	71300	115-80
17	CVS	\$ 15.70	71002	102-80
18	Charles st Supplies	\$ 6.57	71002	103-20
19	CVS	\$ 15.00	71300	103-80
20	REI	\$ 2.13	71002	103-80
20a.	Boston Common Garage	\$ 23.00	71300	103-80
21	Kenmore Army and Navy	\$ 10.57	71003	103-80
22	CVS	\$ 4.78	71300	103-80
23	TJ Max	\$ 19.09	71002	103-80
24	MBTA	\$ 5.00	71300	104-1
25	Guitar Center	\$ 116.86	71003	104-50
25a	Uber	\$ 7.98	71300	104-80
25b	Dickson Bros	\$ 22.89	71003	104-1
26	Berklee College of Music	\$ 7.42	71002	104-50
27	Michaels	\$ 28.16	71002	104-1
27a	CVS Pharmacy	\$ 20.32	71300	104-80
28	The Home Depot	\$ 26.85	71002	104-50
29	Stop and Shop	\$ 4.58	71002	104-50
29.5	Warren Hardware	\$ 43.82	71002	104-50
30	Park Place Garage	\$ 22.00	71300	104-50
31	Staples	\$ 25.48	71002	104-80
32	CVS	\$ 9.58	71300	104-80
33	CVS	\$ 26.97	71300	104-99
34	Back Bay Bicycles	\$ 9.56	71003	104-50
35	CVS Pharmacy	\$ 7.43	71002	104-50
36	Market 692 Washington st	\$ 1.99	71002	104-50
37	CVS Pharmacy	\$ 6.90	71002	104-50
38	Jia Ho Supermarket	\$ 8.76	71002	104-50
39	CVS Pharmacy	\$ 4.24	71002	104-99
40	CVS Pharmacy	\$ 49.37	71002	104-50

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41	Berklee College of Music	\$ 18.02	71002	104-50
42	Backstage Hardware	\$ 19.11	71002	115-20
43	City Place Garage	\$ 14.00	71300	115-80
44	City Place Garage	\$ 19.00	71300	115-80
45	Tob Cab	\$ 15.00	71300	115-80
46	M and Sam Inc	\$ 15.30	71300	115-80
47	Walgreens	\$ 15.94	71002	106-99
48	Crazy Dough Pizza	\$ 20.00	71300	106-80

TOTAL **\$992.09** **Summary of Charges**

TOTAL ADVANCE **\$1,000.00** **Code #**

CASH IN HAND **\$7.91** 830831-71002 \$ 500.89

830831-71003 \$ 169.43

830831-71203 \$ 46.03

830831-71011 \$ 7.81

830831-71300 \$ 267.93

\$ 992.09

Please attach this form to a large envelope, tape receipts to separate sheet of paper, number receipts, circle total and include sheets and any extra monies in envelope. Remember to use tax-exempt forms and keep copies of receipts for your