

**Instructions:** The box at the bottom of this page has the names of various items that staff may need to get petty cash for. Drag and drop the words from the box to the correct spot (column) in the table.



Postage	Stationary	Sundries	Transportation	Miscellaneous

stamps

delivery

donuts

staples

A ream of paper

newspaper

gas

tea

desk repair

receipt book

soda

envelopes

taxi fare

pens

napkins