

Amount Received from Petty Cash Fund: _____

Amount Returned to Petty Cash Fund: _____

Amount to Expense: _____

Note: Amount cannot exceed \$50.00 without approval from the Director of Accounting

Description of Petty Cash Items:

Coding of Expenses:	INDEX	ACCOUNT	FUND	ORG	AMOUNT
TOTAL					

Employee/Recipient Signature: _____

Date: _____

Department Head/Approval _____

Date: _____

Cashier Signature: _____

Date: _____