

PETTY CASH REPORT

DATE SUBMITTED \_\_\_\_\_

BEGINNING BALANCE \_\_\_\_\_

DATE	TO WHOM	PURPOSE	AMT. PAID	BALANCE	INITIALS	ACCOUNT NUMBER
			<b>Total:</b>			

CHECK AND BALANCE

Reimbursement Amt:

+ Amount in Drawer:

Total Petty Cash:

*(Total Petty Cash should equal \$50.00)*

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor's Signature \_\_\_\_\_

Building/Program/Department \_\_\_\_\_