

Petty Cash

Department _____ Unit _____
 Custodian _____ Ext _____
 Petty Cash _____
 GL # **190001-** _____ Today's Date _____

Date	Description	Fund	Orgn	Acct	Prgm	Total \$\$
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total Receipts						

Cash On Hand	
\$ 20.00 Bill	
10.00 Bill	
5.00 Bill	
2.00 Bill	
1.00 Bill	
Checks	
.50 coin	
.25 coin	
.10 coin	
.05 coin	
.01 coin	
Total Cash	

Summary	
Cash +	
Receipts +	
Total	
Start-up \$	
Over	
Short	

Custodian Signature *Date*

Budget Supervisor *Date*