Petty Cash Disbursement Log

CLEAR ENTRIES

Fiscal Year	Petty Cash Vendor ID	Petty Cash Vendor Name	Fund Balance	75% of Fund Balance

INSTRUCTIONS: Please complete the top section of this form, print, and use this log to keep track of petty cash disbursements.

Advance (A)/Non Advance (N)	Project/ Department	Account	Disbursement Date	Amount Disbursed	Reason	Recipient Name (PRINT)	Recipient Signatures	Initials of Disburser	Total Amount on Receipts	Date Receipts Received
		Total Disbursements	$ 0.00			Total of Receipts			$ 0.00	

Approved By: _____ **Date:** _____

Form 41-988 (Rev. 05/23/2014)