



# PETTY CASH FORM

TO: ACCOUNTS PAYABLE

FROM: \_\_\_\_\_

SUBJECT: PETTY CASH FLOAT - \$ \_\_\_\_\_

DATE \_\_\_\_\_

DISBURSEMENTS:

| Date | Item | Department | Coding | Disbursement |
|------|------|------------|--------|--------------|
|      |      |            |        |              |
|      |      |            |        |              |
|      |      |            |        |              |
|      |      |            |        |              |
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|      |      |            |        |              |
|      |      |            |        |              |
|      |      |            |        |              |
|      |      |            |        |              |

TOTAL DISBURSEMENTS / REIMBURSEMENT TO PETTY CASH FUND: \$ \_\_\_\_\_

CASH ON HAND:

|         |  |   |
|---------|--|---|
| .01 x   |  | = |
| .05 x   |  | = |
| .10 x   |  | = |
| .25 x   |  | = |
| 1.00 x  |  | = |
| 2.00 x  |  | = |
| 5.00 x  |  | = |
| 10.00 x |  | = |
| 20.00 x |  | = |

TOTAL CASH ON HAND: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PETTY CASH FLOAT TOTAL: \$ \_\_\_\_\_