PETTY CASH REPORT

Date Submitted _____

The Petty Cash Disbursements, listed below, were those requiring immediate cash payment, or authorized by the Board of School Trustees. Petty Cash Vouchers, signed by the person receiving payment, are attached. A Voucher Check should be drawn in the amount of the Total Disbursements to restore the Petty Cash Fund to the original amount.

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Date	Paid To	For	Amount	Voucher #

Total Amount Paid Out This Period $_____
Balance at Beginning of Period $_____
Petty Case Balance on Hand $_____

_____
Signature

I Hereby Certify that this Statement presents a complete and correct accounting of the PETTY CASH FUND for the period from _____ to_____.

_____
Signature