WILLARD CITY SCHOOL DISTRICT

PETTY CASH REPORT

Date Submitted _____

The Petty Cash Disbursements, listed below, were those requiring immediate cash payment.

[ ] 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.

****

Date	Paid To	For	Amount	Vouchers #

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

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

_____
Signature