CASE
CASE WESTERN RESERVE UNIVERSITY

REPORT OF PETTY CASH EXPENDITURES

Date: ____________________

PTY ____________________ | ____________________ | ____________________
Petty Cash SpeedType | Custodian | Department

ALL PETTY CASH EXPENDITURES SHOULD BE SUPPORTED BY SALES SLIP, RECEIPTS OR PETTY CASH VOUCHERS.

DATE	PAID TO	ITEM	AMOUNT	SpeedType / Account TO BE CHARGED
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		Total to be replenished →	0.00	

REPLENISHING PETTY CASH FUND

Please issue a check in the amount of $ 0.00 (Total from above) payable to: PETTY CASH - ____________________ (Custodian)

in order to replenish the petty cash fund to the established level.

1. Complete an on-line payment request for the custodian listed above.
2. Print payment request, attach this form and forward all to General Accounting.

Approved by: ____________________
Department Head or Designee