



**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 →

**REPLENISHING PETTY CASH FUND**

Please issue a check in the amount of \$ \_\_\_\_\_ payable to: PETTY CASH -  
Total from above 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 Accounts Payable.

Approved by: \_\_\_\_\_

Department Head or Designee