ORIGINAL - AUDITOR CANARY - DEPT. PINK - PURCHASING

PETTY CASH TRANSACTION FORM

						DEPARTMENT NAME	DEPT. NO.	_
(1)	(2))	(3))	(4)	(5)	(6)	(7)
TRAŃS. DATE	AMOU REQUES	JNT	AMOU	INT	RECEIVED BY	DESCRIPTION OF ITEM OR EXPENSE	EXPENSE ACCOUNT	AMOUNT
TOTALS								
DETTY CASH DECONOR IATION								

PETTY CASH RECONCILIATION

CASH O	N HAND AS OF	\$
ADD:	AMT. OF REIMBURSEMENT (TOTAL COL. 7)	
	PENDING PETTY CASH DISBURSEMENTS	
TOTAL (MUST AGREE WITH AUTHORIZED PETTY CASH FUND)	\$

EXPENDITURE RECAP

ACCOUNT	AMOUNT		