

PETTY CASH PAID-OUT FORM

PART I – CASH DISBURSED

PART II - ACCOUNTING

DATE DISBURSED	_____	DATE RECEIPT SUBMITTED	_____
AMOUNT DISBURSED (A)	_____	RECEIPT/INVOICE AMOUNT (B)	_____
PURPOSE	_____	CHANGE PAID IN/OUT (A) – (B)	_____
CASH RECEIVED BY (PLEASE PRINT)	_____	ACCOUNT CODE	_____
SIGNATURE	_____	AUTHORIZED SIGNATURE	_____

.....

PETTY CASH PAID-OUT FORM

PART I – CASH DISBURSED

PART II - ACCOUNTING

DATE DISBURSED	_____	DATE RECEIPT SUBMITTED	_____
AMOUNT DISBURSED (A)	_____	RECEIPT/INVOICE AMOUNT (B)	_____
PURPOSE	_____	CHANGE PAID IN/OUT (A) – (B)	_____
CASH RECEIVED BY (PLEASE PRINT)	_____	ACCOUNT CODE	_____
SIGNATURE	_____	AUTHORIZED SIGNATURE	_____

.....

PETTY CASH PAID-OUT FORM

PART I – CASH DISBURSED

PART II - ACCOUNTING

DATE DISBURSED	_____	DATE RECEIPT SUBMITTED	_____
AMOUNT DISBURSED (A)	_____	RECEIPT/INVOICE AMOUNT (B)	_____
PURPOSE	_____	CHANGE PAID IN/OUT (A) – (B)	_____
CASH RECEIVED BY (PLEASE PRINT)	_____	ACCOUNT CODE	_____
SIGNATURE	_____	AUTHORIZED SIGNATURE	_____