

CHILD & FAMILY DEVELOPMENT PROGRAMS

Petty Cash Reconciliation

All receipts for reimbursement must be turned in within 90 days of the date on receipt, or they will not be reimbursed per Fiscal Dept. policy. Petty cash reimbursement should not exceed the original amount of petty cash issued.

Date: _____

Request a check in the amount of \$ _____ to reimburse petty cash for amounts spent as listed below:

	Acct.	Fund	Location	Project	Amount
CLASSROOM SUPPLIES	5261	_____	_____	_____	\$ _____
OPERATING SUPPLIES	5260	_____	_____	_____	\$ _____
FOOD PURCHASES	5270	_____	_____	_____	\$ _____
NON FOOD PURCHASES	5272	_____	_____	_____	\$ _____
BUILDING MAINTENANCE	5359	_____	_____	_____	\$ _____
OTHER	_____	_____	_____	_____	\$ _____
		_____	_____	_____	\$ _____
TOTAL EXPENSES					\$ _____
Cash on Hand					\$ _____
TOTAL PETTY CASH					\$ _____

Number of petty cash receipts attached here-on: _____

Send reimbursement to:

_____ Name

_____ Address

_____ City State Zip