

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

## 617-AR-2. DISBURSEMENT OF PETTY CASH FORM

- 1. Amount of authorized Petty Cash Fund \$ \_\_\_\_\_
  - 2. Money on Hand (Date \_\_\_/\_\_\_/\_\_\_) \$ \_\_\_\_\_
  - 3. Total Expenses (The sum of attached receipt slips.) \$ \_\_\_\_\_
- Total of #2 and #3 (Must agree with authorized Petty Cash Fund value #1.) \$ \_\_\_\_\_

<u>REQUESTER</u>	<u>AMOUNT</u>	<u>DATE</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL (Must be the amount for #3 above.)	\$ _____	

\_\_\_\_\_  
Building Principal/Administrator

\_\_\_\_\_  
Date