

Manchester Public Schools
Petty Cash Reimbursement Request

Location: _____

Date: _____

Prepared by: _____

Petty Cash Fund, Starting Balance: \$ _____

Expenditures			
Date of Purchase	Description of Purchase	Charge to Account Code	Amount
Total			\$ _____

Petty Cash Fund, Ending Balance (Cash on Hand): \$ _____

Approved by: _____
(Signature of principal/department head)

Date: _____

Authorized by: _____
(Signature of Assistant Superintendent of Finance & Management)

Date: _____