

Petty Cash Balance Sheet

Print Form

Accounting Mat-Su Borough School District 501 N. Gulkana Palmer, AK 99645

P: (907) 746-9262 || F: (907) 761-4086

Special Instructions: All expenditures must be supported by Cash Receipts and a Petty Cash Slip. These receipts must clearly show the items(s) that have been purchased. The balancing of this Petty Cash is the responsibility of the Principal or Department Head. No reimbursement will be made for items without Cash Receipts.

Admin Secretary			Vendor #	
School / Dept.			Invoice #	
			 Date	
	Account Number	Amount		
		1		
	Total Cash Di	sbursement Requested:		
		Balance on Hand		
Preparer Signature		Petty Cash Received		
		Amount Requested		
Principal /	Supervisor Signature			
Principal / Supervisor Signature				