

Teller County Petty Cash Record

Department:	Original Petty Cash Amount Issued: \$
Total Receipts: \$	Total Cash On Hand: \$

Balance due for replenishment: \$

(Petty Cash Record should begin with full amount the account is allotted and include the last replenishment request. New replenishment request is the total amount of Receipts. Note: Total Receipts plus Cash on hand should equal the Original Petty Cash Amount Issued.)

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Date: _____

Issued To: _____ (Initials) :

Amount: \$ _____

For (description): _____

Receipt (attached): \$ _____

Returned: \$ _____

Over/Short: \$ _____

Acct #: _____ - _____ - _____ - _____ :\$

Acct #: _____ - _____ - _____ - _____ :\$

Combine total amounts for each different account line # and write totals on line/lines, below: (on last page, only)

Acct # : _____ - _____ - _____ - _____ :\$	Acct # : _____ - _____ - _____ - _____ :\$
Acct # : _____ - _____ - _____ - _____ :\$	Acct # : _____ - _____ - _____ - _____ :\$
Acct # : _____ - _____ - _____ - _____ :\$	Acct # : _____ - _____ - _____ - _____ :\$

Page #: _____ of _____ (use more pages, if needed)	Total Replenishment Amount Requested:\$
	Approval to Pay: _____