

# Petty Cash Form

*Staple Receipt Here*

**School:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Store Name:** \_\_\_\_\_

**Date Purchased:** \_\_\_\_\_

**Items Purchased:** \_\_\_\_\_

\_\_\_\_\_

**Reason Purchased:** \_\_\_\_\_

\_\_\_\_\_

## Budget to Bill/Account Code

a) Building Budget Code: \_\_\_\_\_

b) \$100 Allocation Code: \_\_\_\_\_

c) SCIIS Science Code: \_\_\_\_\_

d) Reading/Language Arts Code: \_\_\_\_\_

e) Other Code (*Specify*): \_\_\_\_\_

**Amount Due:** \$ \_\_\_\_\_

*(\$15.00 Maximum)*

\_\_\_\_\_

*Approved For Payment*

**Date Paid:** \_\_\_\_\_