Douglas County School District

EMPOWER • PREPARE • INSPIRE • CONNECT

Request for Petty Cash Disbursement

Date: _____

VENDOR (Payee): _____

PURPOSE OF EXPENDITURE (be specific): _____

_____

_____

AMOUNT OF REIMBURSEMENT: _____

BUDGET CATEGORY: _____

Signature of Employee Requesting Disbursement: _____

Supervisor Signature: _____

(Original invoices and/or supporting documents must be attached to this form)

Rev: 9/2023