

PLEASANT VALLEY SCHOOL DISTRICT REVOLVING CASH REPORT

Responsible Party (Please Print) _____

Location _____

Report Date _____

Instructions: List each item separately. Attach original invoice (receipt) for each item. Each invoice must be marked "received" and signed by purchaser. Send original and yellow copy of form with attached invoices to Business Office. Be sure to put the account lines and amount charged to each account line at the bottom of the page.

Purchase Date	Description of Purchase	Vendor	Amount

Amount to be Reimbursed \$ _____

Responsible Party Signature

Date

Authorized Signature

Date

FILL IN ACCOUNT LINES

Account Number	Amount