

Iraan-Sheffield ISD

Petty Cash Voucher & Settle-Up Form

Please attach each bill, receipt, or other documentation to a separate voucher sheet and indicate account to be charged.

Campus: _____ Name: _____

Org/Grp: _____ Purpose: _____

Cash Received: _____ Date: _____

I verify that I have received this cash to be used for costs related to the above mentioned purpose.
I understand that I am required to turn in receipts and remaining cash.

Employee Signature

Principal Signature

DISBURSEMENTS: RECEIPTS ARE REQUIRED

<u>DESCRIPTION OF RECEIPT</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CASH RETURNED: _____

TOTAL: _____

Employee Signature

Principal Signature

Account Distribution: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

Account Distribution: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____