

*PETTY CASH RECEIPT FORM*

ACCOUNT NAME \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ACCOUNT NUMBER/PROJECT # \_\_\_\_\_

PERSON MAKING PURCHASE \_\_\_\_\_

CAN ITEM BE PURCHASED ON CAMPUS? \_\_\_ YES \_\_\_ NO; If yes, state reason for not purchasing on campus: \_\_\_\_\_

IF RECEIPT DOES NOT CONTAIN DESCRIPTION OF EACH ITEM PURCHASED, THEN LIST ITEMS BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NUMBER	PROJECT CODE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____

REASON PURCHASED: \_\_\_\_\_

FINAL APPROVAL SIGNATURE: \_\_\_\_\_  
Principal's Signature

**Note: Please tape your receipt(s) to separate sheet of paper. Thanks**