

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
PETTY CASH DISBURSEMENT FORM

REQUEST

AMOUNT: _____ DATE: _____

FOR PURCHASE OF: _____

ACCOUNT TO CHARGE: _____

APPROVED BY: _____ SIGNATURE: _____

DISTRIBUTION

DISTRIBUTED TO: _____ SIGNATURE: _____

DISTRIBUTED BY: _____ SIGNATURE: _____

RECEIPT OF PURCHASE

TOTAL OF RECEIPTS: _____

FUNDS RETURNED: _____ DATE: _____

SIGNATURE OF PERSON RETURNING FUNDS: _____

SIGNATURE OF PERSON RECEIVING FUNDS: _____

ATTACH RECEIPT