

PINELLAS COUNTY SCHOOLS
PETTY CASH REPLENISHMENT

INSTRUCTIONS

1. Record the school name.
2. Record the date the form is prepared.
3. Record the voucher number.
4. Arrange the receipts by account number order, and then by sub-account.
5. Record the receipts in the above order on the form.
6. Attach the receipts, signed by administrator, to the Petty Cash Replenishment form and attach the packet to the voucher to support the expenditure.

SCHOOL NAME: _____

DATE: _____

VOUCHER NUMBER: _____

Account Name	Account Number	Sub-Account	Amount Reimbursed
			\$
Total Amount Reimbursed			\$