

PINELLAS COUNTY SCHOOLS
PETTY CASH RECEIPT

The "Petty Cash Receipt" form is used by the bookkeeper when reimbursing staff for purchases that have been **properly pre-approved**. Reimbursements cannot exceed district limits for "like type" purchases. The account number, name and purpose of purchase must be noted. All receipts or invoices must be itemized, dated and show the business name. Receipts should NOT BE ACCEPTED WITHOUT ALL of this information. The receipt or invoice must be signed by the purchaser to indicate receipt of merchandise and will be stamped paid when the purchaser is reimbursed.

Refer to Manual of Internal Fund Accounting, Chapter 8 Petty Cash subheading **Internal Petty Cash procedures #2** for specific criteria for reimbursements.

No. _____	\$ _____	
PETTY CASH RECEIPT		
	Date _____	
For _____		

Charge To _____		
Account		
_____	_____	_____
Approved by	Date	Received by