



PETTY CASH DISBURSEMENT

Section A

Department Public Works

Submitted By _____

Purpose of Advance / Reimbursement
County Recording fee

Section B

Charge Code	Fund	Dept	Responsibility Center	Detail	Amount
	150	57	000110	4034	
TOTAL					\$ -

APPROVAL

AUTHORIZED SIGNATURE

DATE

REIMBURSEMENT

Section C

Amount Reimbursed \$ _____

Reimbursement Received _____

EMPLOYEE SIGNATURE

DATE

ADVANCE AND REIMBURSEMENT ¹

Prior to Purchase

Amount Advanced \$ _____

Advance Received _____

EMPLOYEE SIGNATURE

DATE

After Purchase

Amount

Returned to Fund

Reimbursed

Actual Expense _____

EMPLOYEE SIGNATURE

DATE

¹ Must be reconciled within seven (7) days from the date of the advance

Attach receipts on a separate sheet of paper