



Northwest Regional Education Service District

Petty Cash Issuance

Form 56

Petty Cash Custodian					Date Requested		
Program Name			Amount Requested		Expected Date of Return		
Terms of Issuance							
<ul style="list-style-type: none"> All petty cash funds must be accounted for at all times. The Petty Cash Custodian is responsible for all the safe keeping and accounting of Petty Cash. Petty Cash is issued on a reimbursement basis. A receipt is required before funds is disbursed. A petty cash log is to be maintained to ensure that the cash in the box plus original receipts received equals the original amount of cash issued at all times. Petty cash replenishment or reconciliation should occur at least once a month. This will provide for timely reconciliation and available petty cash for the program. Please submit Form 57, Petty Cash Reconciliation, on a Monthly basis. If this program closes during the summer, please, return all funds in your box before May 15th. 							
I have read and understand the responsibilities as the Petty Cash Custodian.							
Petty Cash Custodian Signature					Date		
Departmental Approval							
Supervisor Signature					Date		
Director Signature					Date		
Fiscal Services Use only							
Account #							Requisition #
Fund	Function	Object Code	Cost Center	Area	Subarea		
	0000	9103		000	000		
Signature							Date