College Station Independent School District

REPLENISH PETTY CASH

Campus/Department									Employee Submitting Report		
					<u>SL</u>	JMMAR'	Y OF RECEIP	<u>ΓS</u>			
Ven	dor	Date of Purch	nase		De	scription			Budget Code	Acct Code	Amoun
		CASH REMAI	INING IN	вох							
Reconcil		box on a monthly b			busines	s office					
Coins	Qty	Value A	mt E	Bills	Qty	Value	Amt		TOTAL SUM	MARY OF RECEIPTS	
Pennies			On	es <u> </u>							
Nickels			Five	es <u> </u>					TOTAL CASH	REMAINING IN BOX +	
Dimes			Ter	ns <u> </u>							
Quarters			Tw	enties					WAITING FO	R REIMBURSEMENT +	
Halves			Oth	ner							
									TOTAL A	MOUNT PETTY CASH =	
	Subt	otal Coins			Subt	total Bills _					
	office Use O										