Vendor Name: _____

Mont Belvieu
TEXAS

PETTY CASH REPORT
DETAIL OF EXPENSES FOR REIMBURSEMENT

Date: _____

Invoice Number: _____

Vendor Name	Description	Account Number	Amount

Total: $ $0.00

Summary:

Beginning Petty Cash Balance	$0.00
- Current Petty Cash On Hand	0.00
= Total Reimbursable Expenses	$ $0.00

Enter "Current Petty Cash on Hand" as a negative number

*** * Attach receipts and other support from vendors and submit to the Finance Department. * ***

Department Head Signature: _____ **Date:** _____