

Petty Cash Disbursement Log

Fiscal Year	Petty Cash Vendor ID	Petty Cash Vendor Name	Fund Balance	75% of Fund Balance

INSTRUCTIONS: Please complete the top section of this form, print, and use this log to keep track of petty cash disbursements.

Advance (A)/Non Advance (N)	Project/Department	Account	Disbursement Date	Amount Disbursed	Reason	Recipient Name (PRINT)	Recipient Signatures	Initials of Disburser	Total Amount on Receipts	Date Receipts Received
Total Disbursements									Total of Receipts	

Approved By: _____ Date: _____