Petty Cash Fund Recap Form
Use when replenishing or closing fund at year-end

Program _____ Fiscal Year _____

Petty cash funds shall not be used to pay for services

Escape Key							
Resource	Program	Object	Alias	Purchased by	Description of Purchase	Date	Amount
					Total Receipts		$ 0.00

CASH ON HAND	
+ TOTAL RECEIPTS (ABOVE)	$ 0.00
= ORIGINAL PETTY CASH BALANCE	$ 0.00

Completed by _____

Approved by _____

To replenish funds generate a Direct Payment Vendor Requisition. Attach form and receipts to the Attachments tab.

To close fund (required at year-end) generate a Direct payment Vendor Requisition. Attach form and receipts to the Attachments tab. *<u>*Deliver*</u> a copy of this form with the requisition number indicated and *cash on hand to Business Services* . Please do not send cash via inner-office mail.