CITY FIRST PETTY CASH CHECK OUT FORM

Name:	Date:	e: Line # on Dept. Petty Cash Report:				
If Cash Advance Who Tool	dvance Who Took: Name: Print Clearly TOTAL AMOUNT TAKEN \$					
Purpose/Description	Project #	Fund	Department	Account #	Amount	
<u>Signatures</u>			TOTAL EXPENSE \$			
		CASH RETURNED \$				
Name:	Date:		HECK OUT F (ne # on Dept. Pe		ort:	
If Cash Advance Who Tool	K: Name:	Print Clearl	-	OUNT TAKEN	I \$	
Purpose/Description	Project #	Fund	Department	Account #	Amount	
Signatures TOTAL EXPENSE CASH RETURNED					\$ \$	
(Person Taking Funds)	(Staff Checking Out Cash) (use yellow paper for original copies)					