

CITY FIRST PETTY CASH CHECK OUT FORM

Name: _____ Date: _____ Line # on Dept. Petty Cash Report: _____

If Cash Advance Who Took: _____
Name: Print Clearly

TOTAL AMOUNT TAKEN \$ _____

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)

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