



EDUCATION CONSORTIUM
OF CENTRAL LOS ANGELES

connecting educators with resources

PETTY CASH ACCOUNTING

Attach ORIGINAL receipts to 8 1/2 x 11 piece of paper. Enclose receipts with this form to support ALL expenses.

Project Name:	Person Responsible:
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Date Petty Cash Fund Started:		Starting Amount \$			
DATE on each receipt	Name of person making purchase (Print clearly)	Purpose of Expenditure	Recpt Encl?	Amount Spent	Balance

Total Expenditures on this page

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For office use only (check one)

Replenishment ck # _____

Date of remainder deposit _____

Balance xfer to _____ on ___/___/___

Balance carried over to next page

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