DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Office of Management and Finance
OFFICIAL PETTY CASH REPORT

Date of Request: ____/____/_____

Agency:_____

Petty Cash Custodian:_____

Location (Facility or Unit):_____

Office Address:

_____

_____

Reason for Request:
- ❑ a.) Establish New Petty Cash fund (New location)
- ❑ b.) Increase/Decrease in Petty Cash Fund
- ❑ c.) Annual Petty Cash Verification
- ❑ d.) Change in Petty Cash Custodian

Establish New Petty Cash Fund

Amount Requested $_____

Amount Issued $_____

Requested by:_____

Received by: _____
<center>Petty Cash Custodian</center>

_____
<center>Print Name</center>

Increase/Decrease in Petty Cash Fund

Current Amount $_____

Increase/Decrease $_____

Revised Amount $_____

Requested by:_____

Received by: _____
<center>Petty Cash Custodian</center>

_____
<center>Print Name</center>

Annual Petty Cash Verification / Change in Petty Cash Custodian

Date of Reconciliation ____/____/____:

1. Total Actual Petty Cash on Hand: $ _____
2. Total Petty Cash Reimbursements in Transit (requested, not yet received): $ _____
3. Total Petty Cash Receipts (reimbursement not yet requested): $ _____
4. Total Petty Cash Fund: $ _____

Completed by: _____ _____
<center>Current (or Outgoing)   Date
Petty Cash Custodian</center>

_____
<center>Print Name</center>

Verified by**: _____ _____
<center>Incoming Petty Cash   Date
Custodian</center>

_____
<center>Print Name</center>

Required for all requests:

Approved by: _____ _____
<center>Immediate Supervisor   Date</center>

Approved by: _____ _____
<center>Assistant Secretary   Date</center>

Required for Annual Petty Cash Verification or Change in Petty Cash Custodian:

Reviewed by:_____ _____
<center>OMF   Date</center>

Approved by:_____ _____
<center>Undersecretary   Date</center>

Changes recorded on Official Petty Cash Custodian spreadsheet and copy forwarded to agency and Fiscal Director.

_____
Receivable Accountant Manager / Date

_____
Fiscal Director/Date