

**RICHMOND COUNTY BOARD OF EDUCATION
ACCOUNTING DEPARTMENT**

**PETTY CASH
PREAPPROVAL AND SPENT
FORM**

SIGNATURE OF EMPLOYEE ON CHECK

PREAPPROVAL PRINCIPAL/DIRECTOR'S SIGNATURE

DEPARTMENT/SCHOOL

DATE

DIRECTOR/PRINCIPAL

PURPOSE

NAME CHECK MADE PAYABLE TO
(PLEASE PRINT)

ATTACHED ARE RECEIPTS TOTALING.....\$ _____

CASH RETURNED.....\$ _____

TOTAL AMOUNT RECEIVED.....\$ _____

ON

(Date Received Check)

***(Receipts and/or cash must total the amount received)**

PLEASE CHARGE THIS AMOUNT TO MY ACCOUNT:

(ORG KEY - OBJECT)

SIGNATURE OF PERSON RETURNING FUNDS/RECEIPTS

BOOKKEEPER'S/DEPARTMENT SIGNATURE

ACCOUNTING USE ONLY: PLEASE ATTACH TO CHECK NO. _____