

**RICHMOND COUNTY BOARD OF EDUCATION
BUDGET AND FINANCE DEPARTMENT
PETTY CASH FORM
PREAPPROVAL AND EXPENDITURE/FUNDS RETURN**

PREAPPROVAL:

DEPARTMENT/SCHOOL	DATE
DIRECTOR/PRINCIPAL	NAME CHECK MADE PAYABLE TO (PRINT)
PURPOSE	
AMOUNT REQUESTED	ACCOUNT NUMBER (ORG KEY-OBJECT)
SIGNATURE OF EMPLOYEE ON CHECK	PRE-APPROVAL PRINCIPAL/DIRECTOR'S SIGNATURE

EXPENDITURE / FUNDS RETURN FORM:

TO BE COMPLETED AND REMITTED WITHIN 45 DAYS OF PETTY CASH ISSUANCE (Complete ONE Option):

DATE PETTY CASH CHECK RECEIVED	DATE PETTY CASH FUNDS RETURNED
1) TOTAL CASH REQUESTED	\$ _____
LESS: ATTACHED ARE RECEIPTS TOTALING	\$ (_____)
LESS: CASH RETURNED	\$ (_____)
AMOUNT OWED TO RCBOE <input type="checkbox"/> CHECK..... <input type="checkbox"/> PAYROLL DEDUCTION	\$ _____
2) IN LIEU OF RETURNING FUNDS, PLEASE DEDUCT MY PAYROLL	\$ _____

SIGNATURE OF PERSON RETURNING FUNDS/RECEIPTS	BOOKKEEPER/DEPARTMENT SIGNATURE
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*** THERE ARE NO REIMBURSEMENTS ALLOWED FOR SALES TAXES, PLEASE USE A SALES TAX EXEMPTION FORM FOR TRANSACTIONS***

** RECEIPTS AND/OR CASH MUST TOTAL THE AMOUNT OF PETTY CASH RECEIVED AND MUST BE RECEIVED WITHIN 45 DAYS, OR THE EMPLOYEE'S PAYCHECK WILL AUTOMATICALLY BE CHARGED THE DIFFERENCE. IN ALL CASES, RECEIPTS/CASH MUST BE RECEIVED BEFORE THE END OF THE FISCAL YEAR, JUNE 30th.**

ACCOUNTING USE ONLY:	ATTACH TO CHECK NO. _____	DATE RECEIVED _____
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