Guide for Completion of Petty Cash Disbursement Report

Department:	Name of the Department/Faculty
Payee & Description:	Name of payee and description of item(s) purchased
Account Number:	Items charged to the same account number should be grouped together. Please enter complete account number(s)
Total Disbursements this Claim:	The total of the disbursements detailed above
Total Cash on Hand:	Amount of actual cash remaining in Fund
Fund Balance:	Total Disbursements this Claim, plus Total Cash on Hand must agree to Fund Balance