REQUEST F	OR PETTY CASH	I REIMBURSEMENT WEST CONTRA	A COSTA UNIFIED SCHOOL DISTRICT	
1) Fund Cu	stodian		DISRTRICT OFFICE USE ONLY Check No.	
2) Departm	nent		Amount	
3) Date			Date	
Receipt# (4)	Date (5)	Description of Purchase (6)	Account Code (7)	Amount (8)
			(O) Total Evranditures	
INSTRUCTIONS			(9) Total Expenditures	
 Enter Fund Custodian Name. Enter School or Department. 			(10) ACCOUNT CODE SUMMARY	
3. Enter date of request for reimbursement.				
4. Number receipts, list & enclose in numerical order.5. Enter date of each receipt.				
6. Enter description of each purchase.				
7. List budget code number for each purchase.				
8. Enter amount of each purchase.9. Enter total expenditures for reimbursement.				
10. Summarize expenditures by budget code.				
11. Enter summary total.				
12. Petty Cash Fund custodian signature provided.				
 Administrative signature provided. Send completed form with all original receipts to 				
	ing Office.	Train original rescripts to		
			(11) Summary Total	
(12) Fund Custodian			(11) Sammary Total	<u> </u>
(13) Administrative Approval				