



PETTY CASH AND/OR CASH DRAWER CLOSING FORM

Custodian: []

APU ID: []

Department: []

Date: []

AMOUNT OF PETTY CASH / CASH DRAWER = "Total to be Closed" []

Receipts for Expenditure (listed below **): []

Receipt from Cashier (cash turned into Cashier - attach receipt to form): []

Total of Receipts: (#1 plus #2) []

Less Original Fund Total <> (total of petty cash or cash drawer: []

OVER/SHORT (#3 MINUS #4): []

If "Over or Short" please explain: []

LIST EXPENDITURES AND ATTACH ORIGINAL RECEIPTS - NO COPIES

Table with 5 columns: DATE, CASH GIVEN TO, PLACE ANDPURPOSE OF EXPENSE *, AMOUNT, ACCOUNT #

Total of Receipts *: []

See APU Travel & Expense Guidelines for proper use of funds.

* If meals include other persons, IRS regulations require that you list the names of guests and teh business purpose of the meeting.

Submitted by _____

Extension _____

Approval by _____

Business Office Approval _____

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS