Petty Cash Withdrawal and Tracking Instructions.

Please read the following instructions carefully before obtaining your petty cash.

Phase 1:

Please fill out the Name and Job Title, Show, Date, Purpose, Amount Withdrawn and Date; Initial below the Amount Withdrawn and Date column to confirm you have withdrawn the money from Petty Cash. The rest of the form will be filled out once you have spent the money.

Once you have completed this portion of the form please submit to Daniel Burmester for approval. Once it has been approved and you have acquired the money please make a copy of the withdrawal form for your records, then three hole punch and place the form in the, "In Process" portion of the binder.

Phase 2:

Once you have acquired petty cash and spend it the most important thing to remember is to SAVE YOUR RECEIPTS. When you are finished spending the money please follow the instructions at the bottom of the form on how to properly organize your receipts for submission.

Phase 3:

Fill out the remainder of the form. This includes, the Receipt Totals, Amount Returned and Date and the Spending Total. In the event there is no money to be returned simply write NA. Please then Sign and Date. In the event that your receipt total is different from your spending total please Make a note at the bottom of the form below the instructions as to why and how this occurred. Once you have completed the form you may then place in the "Closed" section of the Petty Cash binder.

THANK YOU AND HAPPY SPENDING!!