REQUEST	Γ FOR PETTY	CASH REIMBURSEMENST CONT	RA COSTA UNIFIED SCHOOL DISTRICT	-
1) Fund Co			DISRTRICT OFFICE USE ONLY Check No. Amount	
3) Date	ion.		Date	
Receipt#	Date (5)	Description of Purchase (6)	Account Code (7)	Amount (8)
			(9) Total Expenditures	
INSTRUCTIONS: 1. Enter Fund Custodian Name.			(10)ACCOUNT CODE SUMMARY	
2 Enter School or Department.3. Enter date of request for reimbursement.			(10)ACCOUNT CODE C	OUVINIAICI
 Number receipts, list & enclose in numerical order. 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.				
13. Administrative signature provided. 14. Send completed form with all original receipts to Accounting Office. (12) Fund Custodian				
			(11) Summary Total	
		oval		