



# Midlothian Independent School District

## Petty Cash

Date \_\_\_\_\_  
\$ \_\_\_\_\_

Campus \_\_\_\_\_

Beginning Cash on Hand \_\_\_\_\_

Date	Printed Name	Cash Out	Change	Net Amt.	Account #	Vendor	Items(s) Purchased	Rec.#	Signature
								1.	
								2.	
								3.	
								4.	
								5.	
								6.	
								7.	
								8.	
								9.	
								10.	

**TOTALS**      \$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Ending Cash on Hand + \$ \_\_\_\_\_  
 Total Petty Cash Expense+ \$ \_\_\_\_\_ [Net Amt. from above]  
 Cash Over+/ Short- \$ \_\_\_\_\_  
 = Petty Cash Balance \$ \_\_\_\_\_

Secretary \_\_\_\_\_

Principal/Dept. Head \_\_\_\_\_



# Midlothian Independent School District

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## Petty Cash

Date \_\_\_\_\_  
\$ \_\_\_\_\_

Campus \_\_\_\_\_

Beginning Cash on Hand

\*\*\*NUMBER AND ATTACH ALL RECEIPTS\*\*\*