



Annual Petty Cash Fund Usage Report

Agency: _____ Fund Number _____

Address _____

Location of Fund _____

Amount of Fund \$ _____ Date _____ Telephone Number _____

<u>Calendar Year 20_____</u>	<u>Number of Transactions</u>	<u>Amount of Disbursements</u>
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
June	_____	_____
July	_____	_____
August	_____	_____
September	_____	_____
October	_____	_____
November	_____	_____
December	_____	_____
Total	=====	\$ =====

Petty Cash Turn Over Rate:

Annual Disbursements \$ _____ = _____ Turnover Rate

Dollar Level Of Fund \$ _____

Signature of Custodian

Signature of Responsible Official