



# Annual Petty Cash Fund Usage Report

Agency: \_\_\_\_\_

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 .....	_____	_____
<b>Total .....</b>	=====	\$ =====

**Petty Cash Turn Over Rate:**

Annual Disbursements \$ \_\_\_\_\_ = \_\_\_\_\_ Turnover Rate

Dollar Level Of Fund \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Signature of Responsible Official