

YEAR END PETTY CASH

DEPOSIT OF REMAINING CASH ON HAND

DATE: _____

Budget Code	Account Title	Amount
_____	Petty Cash	\$_____

Instructions for depositing remaining Petty Cash at year end:

1. Write it up on a separate bank deposit slip. **Do not** include it with your regular deposits.
2. After going to the bank, staple the validated deposit slip to the back of this form.
3. **Do Not** enter as a cash receipt in KeyNet.
4. Return to Financial Specialist at ASC.

Location: _____

Financial Secretary Signature: _____