

**MANCHESTER PUBLIC SCHOOLS
PETTY CASH REIMBURSEMENT REQUEST**

School/Location: _____

Petty Cash Fund – Starting Balance \$ _____

EXPENDITURES (please include account numbers):

Supplies _____

Postage _____

Computer Supplies _____

Other (specify) _____

TOTAL EXPENDED \$ _____

Cash on Hand \$ _____

Date: _____

Signature: _____
Principal/Director/Assistant Superintendent

***Please be sure to attach all receipts**