



PETTY CASH REIMBURSEMENT FORM

SCHOOL _____

DATE _____

OPENING CASH BALANCE \$ _____ **(A)**

NAME OF SUPPLIER	DESCRIPTION OF ITEMS	G.S.T.	AMOUNT <small>(Include GST and PST)</small>
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ACCT # _____	FAC # _____	DEPT # _____		
			SUBTOTAL	

ACCT # _____	FAC # _____	DEPT # _____		
			SUBTOTAL	

ACCT # _____	FAC # _____	DEPT # _____		
			SUBTOTAL	

TOTAL REIMBURSEMENTS (ALL DEPARTMENTS) _____ **(B)**

PRINCIPAL'S CERTIFICATION

ENDING CASH _____
(A - B)

CASH ON HAND VERIFICATION

**NOTE: ALL SALES SLIPS, INVOICES
OR VOUCHERS MUST BE ATTACHED**