



Petty Cash Log of Disbursements

Send to Accounts Payable, MS 3C1
Tel: 703.993.2580
Fax: 703.993.2589

Fund/Org:

Page:

(1) Date	(2) Recipient(s) Code	(3) Method of Payment	(4) Amount	(5) Description	(6) Notes /Comments

Instructions

- (1) Enter the date of disbursement
- (2) Name of recipient(s) (if confidential, please provide recipient ID or code)
- (3) Identify method of payment (cash, gift card, etc.)
- (4) Enter amount
- (5) Provide brief description of expenditure (parking fee, subject payments, etc.)
- (6) Notes/Comments (optional) may be used to document periodic disbursements to Petty Cash Office for reimbursement, etc.

[Petty Cash Log /Excel Sheet](#)
[Petty Cash Guidelines for Pls](#)