

Petty Cash Log of Disbursements

Send to Accounts Payable, MS 3C1 Tel: 703.993.2580

Fax: 703.993.2589

Fund/Org:					
Page:					

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

<u>Instructions</u>

- (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.