Revised 4/00

WESTMONT HILLTOP SCHOOL DISTRICT
827 Diamond Boulevard
Johnstown, PA 15905

Balance Forward $_____

Deposited This Report $_____

Disbursed This Report $_____

Cash on Hand $_____

PETTY CASH DISBURSEMENT RECORD

For _____

Period: From_____To_____

Account/Dept./Loc.	Date	Vendor	Reason	Disbursed	Balance

Attach receipts from vendors in all cases where receipts are normally available. Must be completed in type or ink in duplicate copies. Forward original to Business Office prior to the 25th of the month; retain duplicate copy for your office.