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**PETTY CASH STATEMENT**

**AS OF DECEMBER**

1. **Cash remitted to the Department of Finance, Division of Treasury:**

 **TOTAL CASH $**

1. **Original vouchers or purchase orders remitted:**

**TOTAL ORIGINAL PURCHASE ORDER $**

1. **Purchase order(s) previously submitted but not yet paid:**

**TOTAL PURCHASE ORDER(S) PREVIUSLY SUBMITTED $**

1. **TOTAL (Must Equal the Petty Cash Authorized by Resolution): $**

**I,      , hereby certify the above statement is correct to the best of my knowledge and belief and that the above mentioned account is closed for the year      .**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**Signature of Custodian**

**DEPARTMENT:** **DIVISION:**