

# Petty Cash Disbursement

Sonoma County Office of Education

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Please complete all applicable information. Petty cash disbursements may not exceed \$50 to any one vendor. **Cash receipt must be attached.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Vendor (place of purchase) \_\_\_\_\_

Reason for purchase \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cash advance of \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_  
*signature required*

Budget code(s) to be charged: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
\_\_\_\_\_ Amount \$ \_\_\_\_\_

**Total Disbursement \$ \_\_\_\_\_**

Disbursement received by \_\_\_\_\_ Date \_\_\_\_\_

Fund Custodian \_\_\_\_\_ Date \_\_\_\_\_