REQUEST TO REPLENISH PETTY CASH FUND

CO-17RPC REV. 7/15

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER

ATTACH SUPPORTING DOCUMENTS FOR ALL INDIVIDUAL EXPENDITURES

STATEMENT OF PETTY CASH FUND (AS OF REQUEST DATE)	
(1) ON HAND	
(2) IN BANK	
(3) IN BRANCHES	
(4) ADVANCES	
(5) LISTED EXPENDITURES	
(6) OUTSTANDING EXPENDITURES	
(7) AUTHORIZED PETTY CASH	

(8) BUSINESS UNIT NAME	(9) DOCUMENT NUMBER	(10) DOCUMENT AMOUNT	(11) VOUCHER NUMBER	(12) VOUCHER INVOICE DATE
		$		

(13) VOUCHER RECEIPT DATE	(14) PAYEE	(15) SIGNATURE OF CUSTODIAN - I CERTIFY THAT THE STATEMENT OF PETTY CASH FUND IS CORRECT
	PETTY CASH CUSTODIAN	

(16) DATE	(17) DESCRIPTION	(18) AMOUNT
	(19) TOTAL	

CHARTFIELD

(20) AMOUNT	(21) QUANTITY	(22) GL UNIT	(23) BUDGET DATE	(24) FUND	(25) DEPARTMENT	(26) SID	(27) PROGRAM	(28) ACCOUNT	(29) PROJECT/ GRANT	(30) CHARTFIELD 1	(31) CHARTFIELD 2	(32) BUDGET REFERENCE
		STATE										

I CERTIFY THAT THE EXPENDITURES LISTED ABOVE REPRESENT STATEMENT OF PETTY CASH AND PROPERLY AUTHORIZED DISBURSEMENTS FROM THE PETTY CASH FUND ALLOTTED TO THIS DEPARTMENT

(33) AUTHORIZED SIGNATURE (OTHER THAN PETTY CASH CUSTODIAN)	(34) DATE SIGNED