

San Angelo ISD

Elementary Activity Fund Essentials Petty Cash Reconciliation

Campus: _____

Campus Code: _____

(9xxxx)-xx-xxx
fund - cost ctr - org code

Request Date: _____

Expenditure Coding

Attached
Voucher
Numbers

_____	11-6399	Instructional Supplies	_____
_____	23-6399	Office Supplies	_____
_____	11-6499	Instructional Misc. Operating Costs	_____
_____	23-6499	Administrative Misc. Operating Costs	_____
_____	51-6499	Maint. & Operations Misc. Operating Costs	_____
_____	00-2190	Due to student or faculty groups	_____
_____		Student/faculty group	_____
_____		Student/faculty group	_____
		Total Vouchers	_____
		(should = amount to be replenished)	_____
		Plus petty cash on hand today	_____
		Total must equal \$200.00	_____

Signed: _____
Principal

SAISD – SAFE Form EC