

Petty Cash Reimbursement - Record of Funds

For the internal use of the school only. Do not send this form to the Town Hall

Petty Cash reimbursement for period from: _____ 0 to: _____ 0

Claim sent to Payments Date: _____ 0
 Section: _____

Funds to be reimbursed:

Fund Description	Fund No.	Amount
Formula Fund	01	0.00
Matrix	02	0.00
Dual Use	03	0.00
Community Education	04	0.00
Standards Fund	05	0.00
After School Club	43	0.00
NOF	44	0.00
EAZ	45	0.00
Technology College SCA	46	0.00
Churchill	47	0.00
Devolved Capital	48	0.00
Seed Challenge	49	0.00
TOTAL		0.00

Notes: This form is for the internal use of schools. When a reimbursement cheque is received from the Finance Department, a Fund to Bank transfer must be actioned to transfer the correct amounts from the different funds as noted above, to correspond with the previous period's spending.

If you have any queries, please contact your School Finance Officer.