

**Denver Public Schools
Petty Cash**

UNAVAILABLE DOCUMENTATION FORM

Documentation from the merchant is required for every Petty Cash check written. Transaction documentation includes

- An itemized receipt from the merchant, or
- An itemized invoice or packing list showing itemized items and cost, or
- An order form for dues, subscriptions, registrations (not involving travel), or similar items.

This form must be submitted to General Accounting with your Reimbursement request and a copy of both the front and back of the cleared check for any Petty Cash transaction that does not have the documentation you received from the merchant.

TRANSACTION INFORMATION

Purchaser Name _____ School/Department _____
Approving Official's Name _____ Account to be Charged _____
Merchant Name _____ Date of Purchase _____
Check Number _____

DESCRIPTION OF CHARGES

Quantity	Unit	Item/Service	Unit Cost	Total Cost
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Amount of Purchase (attach additional sheet if necessary to complete the information in this section)				\$ _____

Reason original documentation is not available (attach substantiating correspondence, etc., if pertinent and/or available):

PURCHASER'S SIGNATURE. I hereby certify the following:

- All items purchased on this transaction were for District use; no personal purchases were made.
- I will not seek reimbursement in any other manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.

Purchaser's Signature _____ Date _____

PRINCIPAL/DEPARTMENT HEAD'S SIGNATURE. I hereby certify the following:

- The person referenced above is unable to provide documentation from the merchant for this transaction as required in the Petty Cash rules.
- It is my understanding and belief that the person made this purchase for District use.

Approving Official's Signature _____ Date _____