

PETTY CASH SETTLEMENT FORM – NORTHERN MICHIGAN UNIVERSITY

FUND CUSTODIAN

Last Name

First Name

M.I.

NMU IN

Note: Fund Custodian is the individual authorized on the Petty Cash Fund Request Form.

TYPE OF TRANSACTION

_____ Close out of Petty Cash Fund – no check to be reissued

_____ Reimbursement needed – check to be issued to Fund Custodian

LIST OF PURCHASES

Date	Purchased From	Description of items purchased (Attach receipts)	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total amount purchased _____

Cash on hand or cash deposited at Financial Services to close out fund (if applicable) _____

Cash short (over) _____

Total Petty Cash Fund _____

ACCOUNT DISTRIBUTION INFORMATION

ACCOUNTING USE ONLY

Organization # - Account #	Amount
_____ - _____	\$ _____
_____ - _____	_____
_____ - _____	_____
_____ - _____	_____
_____ - _____	_____
TOTAL	\$ _____

1099 Code	
_____	Voucher # _____
_____	Invoice # _____
_____	Document ID # _____
_____	Vendor ID # _____

FUND CUSTODIAN

DATE

TELEPHONE #

DEPARTMENT NAME

APPROVED BY FINANCIAL MANAGER

DATE

DESCRIPTION

REFERENCE #

Audit _____ Date _____