OUR ULTIMATE MEASURE
OF SUCCESS
"…we succeed when people reach their outcomes. This keeps us working and making continuous changes in our practice to achieve our mission."

218 Bridge Avenue
Sunbury, PA 17801
Phone 570.286.4982
Fax 570.286.4984

PETTY CASH EXPENSE SHEET

DEPARTMENT:	MAKE CHECK PAYABLE TO:
PAGE _____ of _____	MONTH:

Date	Where Item Purchased	8320 Food	8330 Supplies	8352 Recreation	8461 Auto Expense	Misc.	Total
TOTALS							

Completed By:
Approved By:

Total Receipts	
Plus Counted Cash	
Subtotal	