

**MOORE COLLEGE OF ART AND DESIGN
PETTY CASH DISBURSEMENT DETAIL**

DEPARTMENT _____ DATE _____

| DATE OF DISBURSEMENT | BUSINESS PURPOSE OF DISBURSEMENT | DEPARTMENT/ACCT # OF DISBURSEMENT | AMOUNT OF DISBURSEMENT |
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PREPARED BY: _____ TOTAL DISBURSEMENTS _____

APPROVED BY: _____ ADD: CASH ON HAND _____

REVIEWED BY: _____ TOTAL AMOUNT OF PETTY CASH FUND _____