

**PARKS, RECREATION & CONSERVATION  
PETTY CASH REIMBURSEMENT & DISBURSEMENT FORM**

PRC FACILITY: \_\_\_\_\_

DATE: \_\_\_\_\_

DIVISION#: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

**SUMMARY SECTION**

DATE PURCHASED	VENDOR NAME	ACCOUNT CODE #	ITEM PURCHASED	ITEM COST	JUSTIFICATION DESCRIPTION

**VOUCHER SECTION**

TO BE PAID TO: \_\_\_\_\_

DATE REIMBURSEMENT RECEIVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
RECIPIENT SIGNATURE

APPROVED BY: \_\_\_\_\_  
COMMISSIONER/DEPUTY COMMISSIONER