

**KEELER COMMUNITY SERVICE DISTRICT  
 PETTY CASH REPORT  
 AS OF December 10, 2014**

<b>DATE</b>	<b>JOURNAL DESCRIPTION</b>	<b>Object#</b>	<b>AMOUNT</b>
10/03/14	Stamps U.S. Postal Service	5238	-\$49.00
10/15/14	Money Order (the receipt is for \$31.25, but that included a water payment, not an associated postal cost)	5238	-\$1.25
12/04/14	Stamps – U.S. Postal Service	5238	-\$39.20
12/11/14	Printer Ink - Staples		-\$47.94
	<b>Expense Total</b>		<b>-\$137.39</b>
	<b>BEGINNING BALANCE:</b>		<b>\$61.50</b>
	Petty Cash Deposit reimbursement		\$238.50.
	Subtotal		\$300.00
	<b>Expenses</b>		<b>-\$137.39</b>
	<b>CASH ON HAND:</b>		<b>\$162.60</b>
	<b>Request for Petty Cash Reimbursement</b> (to bring account up to the required \$300.00)		<b>\$0.00</b>

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

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_