

**Department of Finance & Management
Financial Operations Division
109 State St – 4th Floor
Montpelier, VT 05609-5901
802-828-2434 (Fax)**

PETTY CASH VERIFICATION FORM

Per VISION Petty Cash Procedure # 5 (revised 06/21/2007), please complete this form regarding the Petty Cash (Imprest) Fund indicated below (as of June 30) and forward to Financial Operations by July 30.

PETTY CASH ACCOUNT INFORMATION

Petty Cash Fund Description/Name:

Fund authorized amount: \$ Program #:

Advanced to: Department or Agency:

 Division/Program Name:

 Address, City:

 Fund Custodian:

 Custodian contact information - Phone: 802/ -

 E-Mail:

PROOF OF ACCOUNT BALANCE *(to be completed by custodian)*

Cash on Hand..... \$
 Portion of advance held on site as cash. Do not include funds held in bank accounts A.

Un-replenished disbursements..... \$
 Portion of advance replenishments needed, but not issued from VISION yet B.

Replenishment check(s) to be deposited or cashed..... \$
 Portion of advance replenishments issued from VISION, but not deposited or cashed yet C.

Bank account balance (if applicable)..... \$
 Portion of advance held in bank account D.

Bank account number:

Bank account name:

Bank name, address:

Account Total..... \$
 *Enter Total of all boxes (A. + B. + C. + D.) E.

VERIFICATION

I have verified the petty cash fund description and amount listed above and find that the account total shown in Box E is accurate.

*** Important: Appointing Authority refers to agency secretaries, department commissioners, elected officials, and their deputies, or, heads of divisions, boards, and commissions not reporting to a department commissioner.**

Printed Name & Title of Appointing Authority

Appointing Authority Signature & Date

Please return this completed form no later than July 30 to:

**Jamie Sheltra - Financial Operations
Department of Finance and Management
109 State Street – 4th floor
Montpelier, VT 05609-5901**

E-mail: jamie.sheltra@vermont.gov

The Petty Cash Procedure can be found on the [VISION Procedures](#) page of the Finance & Management website.