UNIVERSITY OF DELAWARE PETTY CASH ENVELOPE	Petty Cash Custodian	Date	Check No. (Do not complete)
	Department	Period From _____ To _____	

INSTRUCTIONS:
(complete in ink)

1. Number your petty cash receipts and list numerically on this envelope.
2. Insert receipts and Request for Check (if applicable) in this envelope.
3. Forward to Accounts Payable for reimbursement.

Receipt No.	Description of Item	Rec'd by (Initials)	Account Code	Amount	