

**LONG BRANCH BOARD OF EDUCATION
PETTY CASH**

DATE _____

CHECK NUMBER _____

PLEASE DATE

NAME OF CLAIMANT _____

PLEASE PRINT

QTY	DESCRIPTION	AMOUNT	EXTENDED AMOUNT

RECEIPTS MUST BE ATTACHED TO RECEIVE REIMBURSEMENTS

ACCOUNT NUMBER

Please read before signing

I do solemnly declare and certify that under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing to this claimant.

APPROVAL: _____

DATE: _____

SIGNATURE & DATE