## UNIVERSITY OF FLORIDA PARTIAL FUND CHECK OUT LOG

Project:	Amount of fund:	

Note: Use this form when a portion of the petty cash fund is being taken off-site (i.e. to pay some participants in another building on campus). At all times, the cash in the lockbox, plus receipts, plus amounts checked out should equal the total fund amount.

CHECK OUT

RETURNED

Initials person

Amount

Amount

	CITEC	K 001		RETORNED					
Date checked out	Amount checked out	Initials custodian	Initials person checking out funds	Date returned	Amount returned (cash)	Amount returned (receipts)	Initials custodian	Initials person checking out funds	