

**STATE TREASURER'S OFFICE
PETTY CASH REPORTING FORM**

Agency Information

Agency Name: _____ Agency # _____

Agency Fiscal Contact: _____

Agency Address: _____

City: _____ WY Zip: _____

Phone #: _____

Total Authorized Amount \$ _____

Amount of Total Held in Cash: \$ _____

Amount of Total in Bank Account: \$ _____

Justification for the Petty Cash Account (i.e., what is the account being used for and why is the agency unable to either use a p-card for expenditures or process documents through the WOLFS system.) *Attach separate sheet if additional space is needed.*

WOLFS fund coding: _____

Agency Bank Information

Bank Name: _____

Bank address: _____ City: _____ WY Zip Code: _____

Bank Phone #: _____

Account #: _____ Tax ID # used on Account: _____

Must be held at either a bank or savings & loan located in Wyoming that has been approved as a state depository.

Updated 03.18

Agency Authorized Signature

Date

To be completed by agency IN ITS ENTIRETY & submitted to Treasurer's Office at the end of each fiscal year.

Please scan and email to treasurer@wyo.gov