

**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.*

\_\_\_\_\_  
**Agency Authorized Signature**

\_\_\_\_\_  
**Date**

**To be completed by agency & submitted to Treasurer's Office at the end of each fiscal year.  
Please scan and email to [treasurer@wyo.gov](mailto:treasurer@wyo.gov)**