

PETTY CASH VOUCHER

Date of Purchase:
Name of Fund:
Department:
Budget to be Charged:
Purchased From:
Purchased by:
Purpose:

DESCRIPTION OF ITEMS PURCHASED	AMOUNT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
TOTAL:	_____

PI Approval: _____ Date: _____

Payment Received: _____
Signature