

Petty Cash Voucher

\$25.00 Maximum Limit

Original Receipt Required

Reimbursement Information

Date Submitted:			
Payable To:		ID Number:	
Description of Purchase:			

REQUIRED: Speed Type or Fund+Dept+Program

	<i>Speed Type or</i>		REQUIRED	
Fund 3 digits	Department 4 digits	Program 5 digits	Account 6 digits	Amount \$

Project (Only for Grants & Capital)		
Operating Unit (Only for endowments)		

\$25.00 Maximum Petty Cash Limit

Total:

\$ -

Department Head Approval	Person Receiving Reimbursement	Cashier Initials
Signature	Signature	
Print Name	Print Name	