

Petty Cash Voucher

Instructions:

- 1) You may only be reimbursed if your department does not have a petty cash fund.
- 2) The original receipt(s) must accompany the voucher.
- 3) Maximum amount reimbursable is \$100.
- 4) The person receiving the funds must sign this form and present photo ID.
- 5) You may not receive reimbursement for the following:
 - a) Personal Services (All 1XXX account numbers)
 - b) Travel (All 2XXX account numbers, except Mileage on 2006)
 - c) Contractual Services accounts 3005 – 3013
 - d) Food Items filed with a Rep Allowance form
 - e) Capital Expenditures (All 5XXX account numbers)
 - f) Student Aid (All 6XXX account numbers)
 - g) Entertainment Items (Account 8115)

See Accounting and Administrative Manual

Paid to: _____ Date: _____

Department: _____ Box # _____ Phone # _____

Description	Fund	Org	Account	Amount
Total Funds				

Signature of Payee: _____ Date: _____

Approving Signature: _____ Date: _____