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 # _________________

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<th>Description</th>
<th>Fund</th>
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Total Funds

Signature of Payee: __________________________________________ Date: __________________

Approving Signature: __________________________________________ Date: __________________