

PETTY CASH VOUCHER -- Not to exceed \$50.00 (per day and/or event)

This is to request reimbursement for the following expenditures made by cash:

Description: Attach Original Paid Receipt - If the attached receipt does not describe what is being purchased, write on the receipt what the items listed are.

The above expenditures are to be charged to:

| Budget Name | Budget Number | \$ | Amount |
|-------------|---------------|----|--------|
|-------------|---------------|----|--------|

Approved by _____
Budget Manager Signature Date

Financial Services

Approval _____
Signature Date

Received by _____
Signature Date

Processed by _____
Business Office Signature Date

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