

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
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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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