

# PETTY CASH VOUCHER

DATE \_\_\_\_\_

PAYEE \_\_\_\_\_

EXPLANATION OF EXPENSE(S) \_\_\_\_\_

\_\_\_\_\_

## BUDGET CODES TO BE CHARGED

ACCT. # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

ACCT. # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

ACCT. # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

ACCT. # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

APPROVED BY

\_\_\_\_\_

RECEIVED BY

\_\_\_\_\_

RECEIVED FROM

\_\_\_\_\_