



Petty Cash Charge Summary

Business Services
Fax (406) 243-4867

Instructions: Attach Petty Cash Vouchers and appropriate documentation, record number and total amount of vouchers, obtain organization approval and take to a designated cashier for replenishment. (Print two copies: one for Business Services; one for Department)

(Organization Name)

Number of Vouchers:

(Signature of Department Head or Designee)

Total Amount Vouchers

I, hereby certify that on _____ (date) I did receive
From a University cashier, cash in exchange for the petty
Cash vouchers hereto, in the amount of _____

Currency	Quantity	Total
\$20		
\$10		
\$ 5		
\$ 1		
Other		
Coin		
Total Cash		
Invoices Not Yet Received		
Paid Out-Slips		
Total (Must equal authorized amount)		

(Signature)

I, hereby certify that on _____ (date) I did receive
the Petty cash vouchers totaling the above amount

(Cashier's Signature)