



### PETTY CASH VOUCHER

Instructions: Fill out top portion of this form and bring to Cashier Services in Business Services

Date:

Paid To:

(Print Name of Employee Making Purchase)

Signature of Purchaser:

Vendor:

Amount:

Purpose of Disbursement:

Department:

Index Code:

Account:

Expenditure Authorization Approved By:

Petty Cash Fund Custodian:

Cash Advance:

Date:

Amount:

----- To Cashier Services -----

I hereby certify that on \_\_\_\_\_ (date) I did receive from a University Cashier, cash in the amount of \_\_\_\_\_ .

Cash Received By:

Signature

Date:

Cashier Signature:

Date:

**Attach Invoice or Cash Register Receipt to This Voucher**