



**PETTY CASH VOUCHER**

No. \_\_\_\_\_

Date \_\_\_\_\_

Employee \_\_\_\_\_ \$ \_\_\_\_\_

For \_\_\_\_\_

E-Mail Account \_\_\_\_\_ Phone No. \_\_\_\_\_

Campus Location \_\_\_\_\_

For use by cashier only:
Received by _____
Date _____

\_\_\_\_\_  
Signed - Budgetary Official

\_\_\_\_\_  
Signed - Administrative Approval

Index Code	Account Code	Amount

**(This box for Business Office use only)**

RFP No. \_\_\_\_\_ Vendor No. \_\_\_\_\_ Bank No. \_\_\_\_\_ Voucher No. \_\_\_\_\_

Invoice No. \_\_\_\_\_ Invoice Date \_\_\_\_\_ Due Date \_\_\_\_\_

1099: \_\_\_\_\_ P/F: \_\_\_\_\_ TC: \_\_\_\_\_ Vouchered by: \_\_\_\_\_ Data Entry: \_\_\_\_\_  
Initials Date

Wire:  ACH | EFT | EDI:  Internal Transfer:  Electronic:  Paper Check:

From Account: \_\_\_\_\_ To Account: \_\_\_\_\_

Bank Trans: \_\_\_\_\_ Chk Reg: \_\_\_\_\_ Data Entry: \_\_\_\_\_  
Initials Date Initials Date Initials Date