

Petty Cash Voucher Slip	
Fund/Account# _____ - _____	
Date: _____	Place: _____
Amount: \$ _____	
Item(s) Purchased: _____	
University Related Purpose: _____	
Amount Disbursed: _____ Received by: _____ Phone: _____ Authorized by: _____	Change Returned: _____ Received by: _____ Receipt Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain on reverse side why no receipt was obtained.

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