

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

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