

Petty Cash Voucher

- A "Petty Cash Voucher" must be prepared in ink to record petty cash fund transactions.
- The upper portion of the Petty Cash Voucher should be completed when cash is disbursed from the Fund, and signed by the individual receiving the cash.

Sample Petty Cash Voucher

Amount Disbursed:	\$	Date:	Received by:
Amount Spent (attach receipt)	\$	Date:	
Amount returned (if applicable)	\$	Date:	
Purpose of expenditure:			

Account Information

Spend Category	
Account Description	
Approved by Custodian	