Petty Cash Voucher

Instructions:
1) You may only be reimbursed if your department does not have a petty cash fund.
2) Original receipts must accompany vouchers to support expenditures, except for minor items (under $25) for which receipts are not reasonably obtainable.
3) Maximum amount reimbursable is $100.
4) The person receiving the funds must sign this form and present photo ID.
5) You may not receive reimbursement for the following:
   a) Personal Services (All 1XXX account codes)
   b) Travel advances or expenses, except for incidental parking and mileage reimbursements
   c) Contractual Services for Professional Fees or Representational Allowance type services (account codes 3005 through 3013 & 3018 & 3038)
   d) Food / Décor for Special Events or Self-catering for Sponsored Projects (account codes 4008 & 4018 & 4038)
   e) Capital Expenditures (equipment, 5XXX account codes)
   f) Student Aid type expenditures (6xxx account codes)
   g) Entertainment type expenditures (account code 8115)
   h) Check cashing or loans (I.O.U.’s)

(See Accounting and Administrative Manual C-04)

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Paid to: ___________________________ Date: _______________

Department: ________________________ Box # ________________ Phone # ________________

Payee Signature: ___________________________ Date: _______________

Approving Name Printed: ______________________________________

Approving Signature: ___________________________ Date: _______________