

Petty Cash Voucher – University Form

California State University, Fresno

October 1994

California State University, Fresno

Petty Cash Voucher

PAID TO (VENDOR): _____ DATE (S) OF PAYMENT _____

PURPOSE _____

| DESCRIPTION | QUANTITY | ITEM | PRICE | AMOUNT |
|----------------------|----------|------|-----------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Sub-Total | |
| | | | Sales Tax | |
| ACCOUNT NUMBER _____ | | | Total | |

AUTHORIZED BY _____ DEPARTMENT _____

CASH PAYMENT RECEIVED BY _____

DIRECTIONS:

1. Fill out form legibly. Type or print in ink
2. Attach original receipt (or invoice) or copy of order/registration form and copy of canceled check (front and back).
3. Obtain complete department account number and authorizing signature.
4. Present to Cashier located in Joyal Administration Building.

REVISED 10/28/94