

PETTY CASH VOUCHER

DATE: _____

This form is used when your auxiliary has funds coming out of your petty cash fund. Please remember to *attach and turn in all your receipts* with this form.

| Description of Expense | Amount |
|------------------------|--------|
| | |
| | |
| | |
| | |
| TOTAL | \$ |

Paid to: _____ Signed: _____

Approved by: _____ Title: _____