McNeese State University
Administrative Accounting Policies and Procedures

PETTY CASH VOUCHER

Date of Purchase	Vendor Name	Item Description	Amount	Department Name	Expenditure Code	Cost Center	Purchaser
TOTAL REIMBURSEMENT							

I hereby certify that the items described have been received and purchased in accordance with the University's Establishment & Administration of Petty Cash Policies and Procedures and should be placed in line for payment.

Budget Unit Head Date: Payment received by: Date:

Accounting Office Approved by Date: Paid by cashier: Date:

Date Revised/Approved -- April 2004

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********** **ORIGINAL RECEIPTS MUST BE ATTACHED** **********