

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

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.

TOTAL REIMBURSEMENT

Budget Unit Head	Date:	Date:
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Accounting Office Approved by	Date:	Pavment received by:	Date:
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Date Revised/Approved -- April 2004

Paid by cashier:

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