



UNIVERSITY OF SOUTH ALABAMA  
PETTY CASH VOUCHER



Reimbursement from Petty Cash to: \_\_\_\_\_

in the Amount of \_\_\_\_\_ Dollars

Description of Item(s) Purchased: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

	<i>Fund</i>	<i>Org</i>	<i>Account</i>	<i>Program</i>	<i>Amount</i>
Account Number 1	_____	_____	_____	_____	_____
Account Number 2	_____	_____	_____	_____	_____
Account Number 3	_____	_____	_____	_____	_____

Signature \_\_\_\_\_ Approved \_\_\_\_\_  
Person stated above Dean / Director / Division Head

**Petty Cash Policies and Procedures will be strictly enforced**

**FOR STUDENT ACCOUNTING USE ONLY**

Received \$ \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_