

**Instructions:**

Attach this Petty Cash Voucher to the Petty Cash Reimbursement Form.

**Notes:**

- Voucher and approval must comply with [Procedure on Reimbursement of Expenses](#).
- For useful info, refer to the [Expense Claim Review Checklist](#)

Petty Cash Owner	
Department	Date
Description of expenditure	
Chartfield [Account - Fund - Cost Centre]	Amount

Received the sum of	
and /100 dollars	
Received by (print name)	Date
Signature	

Approved by (print name)	
Date	
Signature	

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