DEPARTMENT OF CHEMISTRY
PETTY CASH VOUCHER

DATE: ____________________________

PAY TO: ____________________________

AMOUNT: $ _______ ROUNDED AMOUNT: $ _______
            (to the nearest 5¢)

FOR: ____________________________________
      (brief description)

NUMBER OF RECEIPTS ATTACHED: ________

CHARGE CODE: ____________________________________

APPROVED BY: ____________________________________

CASH RECEIVED BY: ______________________________

ISSUED BY: ______________________________
            petty cash custodian

Notes:

H:\Financial (New)\Petty Cash