

# MATHIS INDEPENDENT SCHOOL DISTRICT



## PETTY CASH VOUCHER

I have received \$ \_\_\_\_\_ from the petty cash account for the purpose of purchasing the item(s) described below:

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Account to be charged: \_\_\_\_\_

I am aware that I will need to submit all sales receipts\*, plus any change to the petty cash clerk as soon as possible after the purchase, but not later than 5 working days.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Administrator Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer Approval

\_\_\_\_\_  
Date

\*All sales receipts shall be signed by the purchaser.

### FOR OFFICE USE ONLY

Cash Issued in Advance:	\$ _____
Receipt(s) Total:	\$ _____
Cash returned:	\$ _____
Total Expense:	\$ _____