

PETTY CASH RECEIPT

Receipt # \_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Date

The above named employee has been given \$ \_\_\_\_\_

For the purchase of \_\_\_\_\_

Account Code: \_\_\_\_\_

\*This form must be accompanied by the original itemized purchase receipt when submitted to the Business Office for reimbursement.

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Petty Cash Received By (Signature)

03-2316 Business (7/19)

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03-2316 Business (7/19)