

Los Lunas School District
TEMPORARY PETTY CASH VOUCHER

(To be completed if cash is given out for a purchase to be made.)

Either cash, invoice, or both must be returned to the Petty Cash Custodian within 24 hours.

| | | | |
|------------------------|-------|----------------------------|-------|
| Date: | <hr/> | School Site: | <hr/> |
| Amount: | <hr/> | Purchase: | <hr/> |
| Purpose of Purchase: | <hr/> | | |
| Receive By: | <hr/> | Disbursed By: | <hr/> |
| Amount Returned: | <hr/> | Invoice Amount: | <hr/> |
| Account to be Charged: | <hr/> | | |
| Approved By: | <hr/> | Site Supervisor/Principal: | <hr/> |

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