

# TEMPLE UNIVERSITY

Office of the Bursar | Petty Cash

## Petty Cash Voucher

Complete all fields and attach original receipts. Signatures are required before reimbursement.

### PAYMENT INFORMATION

PAY FROM PETTY CASH (AMOUNT IN WORDS)

AMOUNT (\$)

### ITEMIZED EXPENSES

| DESCRIPTION          | FUND                 | ORG                  | ACCOUNT              | PROGRAM              | AMOUNT (\$)          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

TOTAL AMOUNT

### REIMBURSED BY

PRINTED NAME

TUID

*I hereby acknowledge reimbursement of monies expended by me on behalf of Temple University.*

SIGNATURE

DATE

### APPROVALS

DEPARTMENT (PRINTED NAME)

BUDGET UNIT HEAD (PRINTED NAME)

DEPARTMENT HEAD SIGNATURE

BUDGET UNIT HEAD SIGNATURE

DATE

DATE

Original receipts must be attached to this voucher.

For office use only: Date received \_\_\_\_\_ Reimbursed by \_\_\_\_\_