University of Pittsburgh

Please print legibly in ink or type.

•Do not complete shaded areas.

PETTY CASH VOUCHER

Procedure 05-06-06

NAME OF PETTY CASH FUND (1) SITE ID (2) DATE (3)

DEPARTMENT (4)

PURCHASED FROM (5)

RECIPIENT REQUESTS REIMBURSEMENT OF AMOUNT SHOWN FOR EXPENSES INCURRED. SALES SLIPS OR RECEIPTS ATTACHED.

ACCOUNT NUMBER (6)	DESCRIPTION OF EXPENSES (7)	AMOUNT
		$ (8)

TOTAL $ (9)

NAME OF PETTY CASH CUSTODIAN (PLEASE PRINT) (10)

NAME OF RECIPIENT (PLEASE PRINT) (11)

SIGNATURE OF RECIPIENT (12) DATE (13)

NAME OF DEPARTMENT ADMINISTRATOR (PLEASE PRINT) (14)

SIGNATURE OF DEPARTMENT ADMINISTRATOR (15) PHONE NUMBER (16) DATE (17)

STAPLE ORIGINAL RECEIPTS ON REVERSE SIDE

FORM 0046 (REVISED 7/04)

UMC 44807

EXHIBIT B
PROCEDURE 05-06-06
APRIL 2005