

# Petty Cash Approval

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Date \_\_\_\_\_ FOAP \_\_\_\_\_

Not to exceed \$ \_\_\_\_\_ Vendor \_\_\_\_\_

## Purpose And Items To Be Purchased

Authorized Purchaser \_\_\_\_\_ Department \_\_\_\_\_

Division Chairperson or  
Administrative Supervisor's Approval \_\_\_\_\_

Director of Financial Services \_\_\_\_\_

President's Approval (if applicable) \_\_\_\_\_

## Petty Cash Voucher

Amount Received \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchase Amount \$ \_\_\_\_\_

Amount Returned \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

AP Clerk \_\_\_\_\_ Date \_\_\_\_\_