PETTY CASH REIMBURSEMENT VOUCHER

Pay To: ___________________________ Amount: ___________________________

Account Number: ___________________ Dept.: _____________________________

Description of Items or Services Purchased:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Items or Services were not purchased on campus, as instructed in section 7.2.3.2 of the UTHSCSA Handbook of Operating Procedures, because:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Purpose of Items or Services Purchased:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I certify the attached receipts comply with rules and procedures for Petty Cash, in sections 7.2.3.2 through 7.2.3.4 of the Handbook of Operating Procedures.

Payee's Signature ___________________________ Date: ______________________

Authorized Signature (For Account) ___________________________ (Print or Type)

Date: ___________________________ Date: ___________________________

Witness (If Payee and Authorized Signature are the same)

Date: ___________________________

Bring completed form to Cashier’s Window, Bursar’s Office

White – Accounting       Blue – Department Copy       Yellow – Department Copy