KING'S COLLEGE
TRANSFORMATION. COMMUNITY. HOLY CROSS.

Petty Cash Voucher

BO Initials: _____

Department: _____

GL Code #: _____ - _____ - _____
(Must be Nine Digits)

Amount Requested:

_____
($50 Max)

Reason for Request: _____

_____

Supervisor Authorization:

_____

Print Name: _____

Phone #: _____

Signature: _____

Today's Date: _____
(Receipt Must Be Returned Within 1 Week)

Business Office Use Only

Returned Cash: _____

Receipt Total: _____