ROLLINS COLLEGE
PETTY CASH VOUCHER
(used for items other than travel and entertainment)

Pay to: ____________ **Request Date:** ____________

RECEIPT DATE	DESCRIPTION OF USE	Account to Charge FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT OF RECEIPT

Please note: Original Receipts Required

Requested by: ____________ **Ext.** ____________ **TOTAL REIMBURSEMENT** $0.00

Departmental Authorization: ____________ **Not to Exceed $200**

(departmental authorization must be someone other than payee)

Finance/Bursar Office Approval: ____________ **Date:** ____________

Funds Received in Full by: ____________

(Do not sign until funds received)

Note: Program code is for Finance Use Only.

Please initial the following statement: _________ I certify that I have not purchased the item(s) on this petty cash voucher on my P-card nor have I received reimbursement by any other method.