

UNIVERSITY OF ROCHESTER  
PETTY CASH VOUCHER

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

Fund #: \_\_\_\_\_

Nature, Purpose of Expenditure	M (CMxxx) SC (SCxxxxx) FAO (xxxxxxxx)	Amount
Total		\$0.00

Department: \_\_\_\_\_ Tel Ext (xxxxx): \_\_\_\_\_

Received by: \_\_\_\_\_ EMPLID #: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH ORIGINAL INVOICES OR RECEIPTS and submit within 90 days from the date of the expense.**

Requestor (print)                      Requestor Title                      Phone                      Requestor Signature                      Date

Approver (print)                      Approver Title                      Phone                      Approver Signature                      Date

Reviewed By (Cashier/Finance Office): \_\_\_\_\_