

PETTY CASH VOUCHER

Voucher #

Date ____/____/____ Dept: ___Sales ___Service ___Parts ___Bldg Maint ___Acct ___Other _____

Purpose _____ Amount \$ _____

Ref #: STK #, RO #, PARTS TICKET# _____

Acct # Amt CTL#

Authorized by _____

Cash Rec'd by _____

Disbursed by (Acct) _____