

Keene State College PETTY CASH VOUCHER

PAID TO:	DATE:
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Description, Date, and Purpose of Expenditure	Account Number					Original Amount	Revised Amount	Initials
	Fund	Org	Account	Prog	Activity Optional			

Total Expense (These cells contain formulas)	\$0.00	\$0.00
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Reimbursement Options	Same Day Cash under \$75	Same Day Check \$75 to \$200	Weekly A/P Check \$75 and above
Make selection →			
	Option A	Option B	Option C

Voucher Prepared By:	
Authorized Account Signature: (If other than above)	Cash Received By (signature):