



RICE

Rice University  
Cashier's Office

# Petty Cash Voucher

## Section 1: Department Information

Organization/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 2: Reimbursement Details

Date	Description of Expensed Items	Dollar Amount
Total		

Accounting Allocation				
Fund	Org	Account	Activity	Dollar Amount
Total				

## Section 3: Authorization

Approver Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Cash Funded

\*\*Sign in the presence of Cashier's Staff at the time of funding.

Received by Printed Name \_\_\_\_\_ \*\*Signature \_\_\_\_\_ Date \_\_\_\_\_

Receiver ID Number \_\_\_\_\_ Cash Amount Received \_\_\_\_\_