

Petty Cash Voucher

Department: _____

Date: _____

Date of Expenditure(s)	Reason / Description of Expense	\$ Amount
(yyyy-mm-dd)		
Total Expenditure(s):		

Budget code(s) to be charged	\$ Amount	Submitted By:
- - -		Signature: _____
- - -		Name (Please Print) _____
- - -		Local: _____ Date: _____ (yyyy-mm-dd)
- - -		
Total Paid Out (This Voucher):		Approved By:
Received By: _____ Paid Out By: _____ <div style="text-align: right;">Office Use Only</div>		Signature: _____
		Name (Please Print) _____
		Local: _____ Date: _____ (yyyy-mm-dd)

.....
Please cut here

Please Note: Original receipts must be submitted with the approved voucher during petty cash hours.

This form can be obtained at:
<http://www.dawsoncollege.qc.ca/forms/>

Petty Cash Hours	
Monday	9:15 – 10:00
Wednesday	10:45 – 11:30
Thursday	3:00 – 3:45
Note: Hours are subject to change without notice.	