RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

# PETTY CASH VOUCHER

| | | |
|---|---|---|
| Date: | | |
| Department/Unit: | | |
| Payee to: | | |
| Cash disbursed for items described below:<br>*Note: Receipt limit $150.00* | | |
| Item Description | G.L. Account Number | Amount |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Total Amount: | |

Justification/Reason:

_____

_____

_____

Approved by UOG Dean/Director:

_____ , _____ , _____

Print Name Signature Date (MM/DD/YYYY)

Received by Payee *(Note: Sign only when reimbursement is given)*:

_____ , _____ , _____

Print Name Signature Date (MM/DD/YYYY)

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