

Columbia University in the City of NY MSL/CRL use ink when filling in

PETTY CASH VOUCHER

DATE: _____

FOR: _____

Amount _____ \$ _____

Charge to: _____ Account

Approved:

Received Payment:

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Instructions: Use above voucher for each petty cash expenditure. Attach vendor's receipt whenever obtainable. Periodically vouchers should be sent to Office of the Controller for reimbursement.