

CLEMSON[®]

U N I V E R S I T Y

PETTY CASH VOUCHER FORM

CHECKING OUT FUNDS :

PETTY CASH ACCOUNT: _____

AMOUNT OF FUNDS TAKEN: _____

DATE FUNDS TAKEN:

PURPOSE/REASON:

SIGNATURES NEEDED:

PERSON SIGNING OUT FUNDS: _____

PERSON DISTRIBUTING FUNDS: _____

RETURNING FUNDS/RECEIPTS:

DATE RETURNED: _____

SIGNATURES NEEDED:

PERSON RETURNING FUNDS/RECEIPTS: _____

PERSON ACCEPTING RETURN: _____

Please note: Until funds/receipts are returned, person signing out funds will be liable for amount checked out.

