

# MONMOUTH UNIVERSITY

WHERE LEADERS LOOK *forward*

Petty Cash Voucher \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

Name \_\_\_\_\_

Dept. or Office \_\_\_\_\_

|                             |               |  |
|-----------------------------|---------------|--|
| Postage.....                |               |  |
| Office Supplies.....        |               |  |
| Instructional Supplies..... |               |  |
| Other.....                  |               |  |
|                             |               |  |
|                             |               |  |
| *Sales Tax not reimbursed   | <b>TOTAL*</b> |  |

Recommended by: \_\_\_\_\_

Approved by: \_\_\_\_\_

(Department Chair)

Received by: \_\_\_\_\_

Charge to: \_\_\_\_\_