

ROLLINS COLLEGE
PETTY CASH VOUCHER
(used for items other than travel and entertainment)

Pay to:

Request Date:

RECEIPT DATE	DESCRIPTION OF USE	Account to Charge			PROGRAM	AMOUNT OF RECEIPT
		FUND	ORGANIZATION	ACCOUNT		

Please note: Original Receipts Required

Requested by:	Ext.	TOTAL REIMBURSEMENT	
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Departmental Authorization: Not to Exceed \$200
(departmental authorization must be someone other than payee)

Finance/Bursar Office Approval: Date:

Funds Received in Full by: Note: Program code is for Finance Use Only.
(Do not sign until funds received)