

BALL STATE UNIVERSITY PETTY CASH VOUCHER

NAME OF SUPPLIER _____

DATE OF PURCHASE _____

ITEMS PURCHASED (ATTACH RECEIPT)

AMOUNT

SEE REVERSE SIDE
FOR INSTRUCTIONS

TOTAL AMOUNT OF PURCHASE
NOT TO EXCEED \$50.00

10-DIGIT ACCOUNT NUMBER TO BE CHARGED

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DEPARTMENT NAME _____

APPROVED BY _____
DEPARTMENT HEAD SIGNATURE AND CAMPUS PHONE NUMBER

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I CERTIFY THAT I HAVE BEEN REIMBURSED BY BALL STATE UNIVERSITY FOR THE AMOUNT SHOWN ABOVE.

SIGNATURE OF PERSON RECEIVING FUNDS