

Petty Cash Voucher

Department: _____

Date: _____

Date of Expenditure(s)	Reason / Description of Expense	\$ Amount
(yyyy-mm-dd)		
Total Expenditure(s):		

Budget code(s) to be charged	\$ Amount	Submitted By:
- - -		Signature: _____
- - -		Name (Please Print) _____
- - -		Local: _____ Date: _____ (yyyy-mm-dd)
- - -		
- - -		
- - -		
Total Paid Out (This Voucher):		Approved By:
<div> <div>Received By: _____</div> <div>Paid Out By: _____</div> <div>Office Use Only</div> </div>		<div>Signature: _____</div> <div>Name (Please Print) _____</div> <div>Local: _____ Date: _____ (yyyy-mm-dd)</div>

.....
Please cut here

Please Note: Original receipts must be submitted with the approved voucher during petty cash hours.

This form can be obtained at:
<http://www.dawsoncollege.qc.ca/forms/>

Petty Cash Hours	
Tuesday	10:00 – 11:00
Thursday	3:00 – 4:00
Note: Hours are subject to change without notice.	