

# UCM PETTY CASH VOUCHER

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|-------|------|--------------|---------|---------|----------|
|-------|------|--------------|---------|---------|----------|

PAY TO: (Person to receive advance)

DOLLARS

I hereby authorize the above to receive and/or use funds to make purchases not to exceed \$25.00; certify that budgeted funds are available in the account indicated above to cover such purchases and that such purchases are appropriate to be charged to the account number indicated above.

DATE

RECEIVED BY

DATE

CASH RECEIVED/DISBURSED BY

RECEIPTS ATTACHED

BUDGET MANAGER AUTHORIZED SIGNATURE

Instructions:

1. Make sure the amount authorized has sufficient funds and does not exceed \$25
2. T