OCCIDENTAL COLLEGE
DEPARTMENTAL PETTY CASH VOUCHER FORM

NAME OF DEPARTMENT REPRESENTATIVE: _____

DEPARTMENT: _____ EXTENSION: _____

DATE	BUSINESS PURPOSE	FUND	ORGN	ACCT	AMOUNT
				GRAND TOTAL	
				CASH ON HAND	
				TOTAL CASH AND EXPENSES	
				PETTY CASH FUND	
				CASH OVER/SHORT	

DEPARTMENT HEAD'S APPROVAL: _____ DATE: _____

By signing below, both employee requesting petty cash reimbursement and cashier agree that the amount disbursed is correct.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

CASHIER'S SIGNATURE: _____ DATE: _____