

**CALIFORNIA STATE UNIVERSITY, FRESNO
PETTY CASH VOUCHER**

PAID TO (VENDOR): _____ Page _____ of _____

PURPOSE _____

Qty	Date of Purchase	Item Description	Price	Amount

Authorizing Signature

Subtotal _____

Sales Tax _____

TOTAL \$ _____

Payment Received By

PEOPLESFT CHARTFIELDS

Account	Fund	Dept	Program	Class	Project
603145					

INSTRUCTIONS:

- Complete upper section of voucher for each purchase and attach original receipt. Multiple receipts per voucher are acceptable if from the same vendor and voucher does not exceed \$50.00.
- For reimbursement, complete the Summary Information section below on the first page only. Attach all corresponding vouchers and send to Accounting Services at M/S JA58.

SUMMARY INFORMATION

Fund Custodian _____ Total Vouchers \$ _____

Department _____

Reimbursement Check:

Phone _____ M/S _____

Pick Up Mail