

<b>Petty Cash Voucher</b> (Coin and Currency)		1. DEPARTMENT		2. PETTY CASH FUND LOCATION	
3. NAME (Last, First, Middle Initial)		5. Employee Number		7. MUNIS ACCOUNTING CODE(S)	
4. MAILING ADDRESS (Include ZIP Code)		6. OFFICE TELEPHONE NO.			
8. SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED			MILEAGE RATE \$.545	AMOUNT CLAIMED	
DATE YEAR 2018	DESCRIPTION OF EXPENDITURE	DETAIL OF ITEMS PURCHASED	NO. OF MILES	MILEAGE TOLL/PARK	OTHER
If additional space is required, please continue on another AP 510-1.				SUBTOTAL	
<b>TOTAL AMOUNT CLAIMED</b>					

*Purchases can not exceed \$40*

9. I certify that the expenses claimed on this voucher are true and correct to the best of my knowledge and belief, and that the payment or credit has not been received by me until now.

**EMPLOYEE SIGN HERE**

Date:

10. This voucher is approved, certified correct and proper for payment.

**DEPARTMENTAL APPROVING**

**AUTHORITY SIGN HERE** ✘

Date:

11. I certify that I paid the above claim.

**PETTY CASH FUND CUSTODIAN**

Date:

Original supporting documents must be attached. Receipts are attached:  Yes  No

Take original to Finance w/receipt(s) to sign for your money

Exhibit AP 510-1  
Updated 01/29/2018

**\*\*Reminder...petty cash reimbursement hours are 9 a.m. – 11 a.m.**