

# PETTY CASH VOUCHER

\*\*\* This form is to be used for **Emergency** purchases of items under \$50.00 \*\*\*

Date: \_\_\_\_\_

Charge to Account No.: \_\_\_\_\_ Department: \_\_\_\_\_

Paid To (Vendor Name): \_\_\_\_\_ Amount: \_\_\_\_\_

For:

Employee Name (Print)

\_\_\_\_\_  
Employee Signature

Dept. Supervisor Name (Print)

\_\_\_\_\_  
Dept. Supervisor Signature

\_\_\_\_\_  
Procurement Director

Signed form  
should be  
returned to:

Employee listed above at MS

-or-

Admin. Asst. on  
employee's behalf:

at MS

## Instructions for Buying with Petty Cash

In order to be reimbursed for petty cash expenditures, the following is required:

1. In accordance with Florida Statutes, individuals who pay with cash must pay sales tax, even though the purchase is on behalf of the College. Florida State sales tax will NOT be reimbursed.
2. Attach **original** paid receipt to voucher. Receipt amount and voucher amount must be the same.
3. Purchaser should print name where required on voucher.
4. Give complete description of purchase and its planned use (i.e., adding machine tape for use in classroom).
5. Only ONE petty cash purchase per department, per vendor, per day will be reimbursed.
6. Once the voucher has been signed by the department supervisor, forward the original voucher to the Procurement Director at MS 27 for signature. If approved, the signed voucher will be returned to the original purchaser. Take the **original** signed voucher and original receipt to the cashier's office for reimbursement. Scanned copies will not be accepted.
7. The voucher must be signed by the dept. supervisor & the Procurement Director prior to reimbursement by Finance.