COMMUNITY COLLEGE OF ALLEGHENY COUNTY
PETTY CASH VOUCHER

Cash Disbursed for ____________________________________________

______________________________________________________________

______________________________________________________________

For Petty Fund Cashier Use Only
Number

Campus: __________ Location: __________

1. Emergency purchase of supplies ($35.00 or Less)
2. Miscellaneous small expenditures ($35.00 or Less)
3. Supper money ($35.00 or Less)
4. Gasoline & Diesel Fuel for CCAC owned vehicles
5. Occasional Mileage & Parking ($35.00 or Less)

(2) DO NOT USE THIS FORM FOR
1. Expenditures in excess of $35.00 (Except Gas & Diesel Fuel for CCAC vehicles)
2. Travel or Business expenses
3. Personal Services

(3) An Expense Report or purchase requisition should be prepared for amounts in excess of limits stated in 1 and 2.

(4) Type or prepare this voucher in completing all sections of the form. No alterations may be made in the dollar amount.

(5) Attach receipts supporting all expenditures to the voucher & obtain proper signatures.

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<th>FUND</th>
<th>OBJECT</th>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>AMOUNT</th>
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Expense Incurred By:

Employee Date Start Finish

Payment Received from Petty Cash

(Campus Approval) (Signature)

(Date) (Date)