

# Tulane

## Petty Cash Voucher

No. \_\_\_\_\_

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

Paid to: \_\_\_\_\_

Business Purpose:

### General Ledger Information

GL Account \_\_\_\_\_

Nat. Account \_\_\_\_\_

Dept. Use \_\_\_\_\_

### Grants Management Information

Project \_\_\_\_\_

Task \_\_\_\_\_

Award \_\_\_\_\_

Exp. Type \_\_\_\_\_

Exp. Org. \_\_\_\_\_

Exp. Date \_\_\_\_\_

### **Approval**

\_\_\_\_\_  
Custodian of Fund

### **Received Payment**

\_\_\_\_\_  
Payee (if receipt is not available)