



# Maricopa County Community College District

## Petty Cash Voucher

GLBU _____ Dept or Activity _____ Amount Requested \$ _____ Purpose _____	Requested by _____ Please Print Dept Approver _____ Signature	Date _____
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Supplies     
  Official Function (Attach supporting documents)

Received by \_\_\_\_\_ Signature

Date \_\_\_\_\_

Due 3 Business Days after Issuance. Cannot exceed \$200.

### Business Services Use Only

Amount _____	\$ _____
Cash returned on _____	\$ _____
Receipt(s) total _____	\$ _____
Fiscal Approver _____	

### FMS Chartfield String

FMS Chartfield String	Amount
-----GRANTS FIELDS----- GLBU -ACCOUNT - OPERATING UNIT - FUND - DEPT – FUNCTION - [DSTWD - PROJECT - ACTIVITY – SOURCE]	