

REALLOCATION OF CASH ADVANCE
CHECK WARRANT OR PETTY CASH

Date _____
Department _____
Petty Cash Voucher # _____
Petty Cash Voucher Date _____

Dept. #: _____ .9141 Travel \$ _____
_____ .9150 Meals \$ _____
_____ .9300 Supplies \$ _____
_____ .9490 Misc. \$ _____

Check/Document # _____
Check Date _____

_____ . Other \$ _____
_____ . Other \$ _____
_____ . Other \$ _____
_____ . Other \$ _____

Amount of Advance \$ _____

Amount Used \$ _____

Amount Returned \$ _____

ALL RECEIPTS MUST BE ATTACHED TO THIS FORM.

RETURN UNUSED CASH, RECEIPTS, AND THIS FORM TO THE CASHIER.

I have reviewed and approve of these charges. _____

Supervisor's Signature

Printed name: _____

Extension # _____