

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)