

TOWSON UNIVERSITY

VOUCHER

DEPARTMENTAL CASH FUND REPLENISHMENT FORM

EXPENSE ITEMIZATION			CASH DRAW AUDIT
VENDOR	AMOUNT	Dept or Grant#	Cash in Drawer _____
			Total Receipts + _____
			Petty Cash Fund= _____
			Total receipts should
			equal the total of this
			voucher
Total of this voucher:			

Reason for Payment:

Make check payable to _____ (Petty cash custodian) _____ (Signature of Requestor)

Approved: _____ (Dept. or Div. Head Signature)

RECEIPTS, ORIGINAL, AND COPY MUST BE SUBMITTED WITH VOUCHER

Note: Account = old FRS subcode

FOR Financial Services OFFICE USE ONLY
Check No. _____
Date _____

T.U. - CODE BLOCK	Vendor Code:	
Charge to	Invoice #	
Dept/Grant / Account	Amount	PO#: C/P/F
	\$	Inv Date:
	\$	Mdse Rec Date:
	\$	Due Date:
Department Approval: _____		
Department Approval: _____		