LAKE SUPERIOR STATE UNIVERSITY
PETTY CASH REIMBURSEMENT VOUCHER

PAYEE: _____ DATE: _____
VENDOR NUMBER: _____
LOCATION: _____ DEPARTMENT NAME _____

INDEX	FUND	ORG	ACCT	PROG	ACTIVITY	LOCATION	DATE	PURCHASED FROM	ITEM PURCHASED	AMOUNT
									TOTAL TO BE REIMBURSED	$0.00

ATTACH RECEIPT FOR EACH PURCHASE

APPROVED: _____
(ACCOUNT ADMINISTRATOR)

REIMBURSEMENT
APPROVED _____
(BUSINESS OPERATIONS)

RECONCILIATION	
TOTAL PETTY CASH FUND	
CASH ON HAND	
REIMBURSEMENT AMOUNT	$0.00