

**CALIFORNIA STATE UNIVERSITY, FRESNO  
PETTY CASH VOUCHER**

PAID TO (VENDOR): \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

PURPOSE \_\_\_\_\_

Qty	Date of Purchase	Item Description	Price	Amount

\_\_\_\_\_  
**Authorizing Signature**

Subtotal \_\_\_\_\_

Sales Tax \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

\_\_\_\_\_  
Payment Received By

PEOPLESFT CHARTFIELDS					
Account	Fund	Dept	Program	Class	Project

**INSTRUCTIONS:**

- Complete upper section of voucher for each purchase and attach original receipt. Multiple receipts per voucher are acceptable if from the same vendor and voucher does not exceed \$50.00.
- For reimbursement, complete the Summary Information section below on the first page only. Attach all corresponding vouchers and send to Accounting Services at M/S JA58.

**SUMMARY INFORMATION**

Fund Custodian \_\_\_\_\_ Total Vouchers \$ \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_ M/S \_\_\_\_\_

Reimbursement Check:  
Pick Up  Mail