

Eastern Washington University  
Treasury & Debt Management  
Petty Cash Fund Reimbursement Voucher

Purchaser: \_\_\_\_\_

Amount to be reimbursed: \_\_\_\_\_

Index/Account to be charged: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchaser: \_\_\_\_\_  
(print name) (signature)

Administrative Supervisor: \_\_\_\_\_  
(print name) (signature)

Custodian: \_\_\_\_\_  
(print name) (signature)

Date: \_\_\_\_\_

***Detailed receipts must be attached to voucher.***