

USE THIS FORM TO RECEIVE REIMBURSEMENT OF PETTY CASH EXPENDITURES BY CHECK

UNIVERSITY OF WASHINGTON
PETTY CASH VOUCHER

SCHOOL OF AQUATIC & FISHERY SCIENCES		Date:
Name of Fund: AQUATIC & FISHERY SCIENCES REVOLVING FUND		LEAVE BLANK
Department: SCHOOL OF AQUATIC AND FISHERY SCIENCES		
Print name & telephone number:		Sign name:
Budget Name :		Budget number:
Your e-mail address:		Make check payable to:
Purpose: (How does purchase benefit project/budget?):		Box#/address for sending check:
Description of Items Purchased (one receipt per line)		Obj. Codes
Amount		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Budget Authorization Signature (REQUIRED)		TOTAL

Please attach original receipts (retain copies of everything for your records) and drop off in Room 116, Fishery Sciences (Campus Box 355020). You will be charged a \$28 stop payment fee for lost checks.