

Newton ISD
Petty Cash Voucher

I have received \$_____ from the petty cash account for the purpose of purchasing the item(s) described below:

Account to be charged: _____

I am aware that I will need to submit all sales receipts*, plus any change to the petty cash clerk as soon as possible after the purchase, but not later than 5 working days.

Signature of Purchaser

Date

Principal/Administrator Approval

Date

Petty Cash Clerk

Date

*All sales receipts shall be signed by the purchaser.

FOR OFFICE USE ONLY

Cash Issued in Advance: \$_____

Receipt(s) Total: \$_____

Cash returned: \$_____

Total Expense: \$_____