

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

\*\*Email Huy Ha at District A/P (hha@nocccd.edu) to receive a unique voucher number before submitting the Petty Cash Voucher\*\*

## PETTY CASH VOUCHER

**Voucher No:**

BANNER ID	LAST NAME	FIRST NAME	CAMPUS	DEPARTMENT
@				

The Petty Cash Voucher reimbursement is limited to a total of **\$250 per day**. A purchase requisition must be submitted for reimbursements exceeding the \$250.00 limit per day.

You can submit multiple days of reimbursement at the same time, as long as each day's total amount does not exceed \$250.00.

If receipt does not show payment amount, attach proof of payment (e.g., Credit Card activity, Copy of Cancelled Check)

**Please make sure all receipts are attached.** Allow up to two weeks for processing.

RECEIPT *	RECEIPT DATE	PURCHASED FROM / ITEM DESCRIPTION	PURPOSE OF THIS PURCHASE / GRANT EXPENSES JUSTIFICATION	BUDGET NUMBER	REIMBURSE AMOUNT	CATEGORICAL/ GRANT ALLOWABLE EXP? <input checked="" type="checkbox"/>	Accounting Dept Use Only	
							USE TAX OK? <input checked="" type="checkbox"/>	OR USE TAX TO ADD
Sample	01/28/19	Home Depot/supplies	Supplies for meeting	11200-1000-44110-0000	\$ 25.14	<input type="checkbox"/>	<input type="checkbox"/>	
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					<b>\$ -</b>		<input type="checkbox"/>	<b>\$</b>

*\*When submitting multiple receipts, please label them on your attachment with corresponding number for cross-referencing.*

E-mail to your manager for approval. It will then go to the campus budget officer.

**Banner Invoice #10**