

**GUAM COMMUNITY COLLEGE
FINANCE & ADMINISTRATION
BUSINESS OFFICE**

PETTY CASH VOUCHER

1	Request Date:	
2	Division:	
3	Contact Number:	
4	Pay To:	

5	Item	Account No.	Amount
a			
b			
c			
d			
e			
f			
Total			

JUSTIFICATION:

Requestor

Supervisor Approval

Controller, Business Office

To be completed by F&A

Received Date:

\$ Disbursed:

Total Receipts:

Change Back:

OverCharged:

Approved?

I, the undersigned and receiver of the petty cash requested, understand that all receipts must be turned in to the Business Office within 5 days after purchase of items. If not returned within 5 days, requestor will be required to reimburse the petty cash fund for the full amount. Petty Cash is to be used for items intended.

Received by:

Date: _____

Control #: _____

revised: 08/13/2014

"GCC is an equal opportunity provider and employer."