



AUXILIARY SERVICES CORPORATION

PETTY CASH VOUCHER

INSTRUCTIONS

FORM MUST BE COMPLETED IN FULL.

ONE REIMBURSEMENT PER DAY PER ACCOUNT.

REIMBURSEMENT LIMIT \$100.

RECEIPTS MUST BE ATTACHED TO THE PETTY CASH VOUCHER.

REIMBURSEMENT: COLLEGE PARK #275
FROM 1:00 PM TO 4:30 PM

RECEIPTS TO BE VERIFIED BY CASHIER.

PAYEE NAME (printed) _____

ACCOUNT # _____ AMT. OF REIMB. _____

EXPLANATION OF EXPENDITURE:

Authorized Signatures

I certify that the expenses incurred are for bona fide business purposes, and the information provided is true and accurate. I certify that the expenditures benefit the educational mission of the CSU as defined by the respective statutes, Board of Trustees policies, campus policy, and ASC policy, and that all items are for official business and include no personal expense. I certify that the above payments, if made to a student, are NOT contingent upon teaching, research, or any other service performed by the student and that each recipient has been notified of the potential tax liability for any amount in excess of tuition/fees, books, supplies, and equipment for courses or instruction.

DIRECTOR'S NAME (printed) _____

RECIPIENT'S SUPERVISOR MUST SIGN FOR REIMBURSEMENT

AUTHORIZED SIGNER: _____

TO BE COMPLETED BY ASC CASHIER

AMOUNT \$ _____ CASHIER INITIAL _____

RECIPIENT SIGNATURE

DATE _____