

REED COLLEGE
PETTY CASH REIMBURSEMENT VOUCHER

DATE

2/25/03

Petty Cash Fund: _____

DEPARTMENT NAME

ITEM	Account Charged	Paid to:	Explanation	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Signature of Department Head	Total	0.00
	Cash On Hand	
	Grand Total	
Business Office Approval:		

Cash Paid Out	Signature	Date	Cashier's Initials