### REED COLLEGE
### PETTY CASH REIMBURSEMENT VOUCHER

**Petty Cash Fund:**

**DEPARTMENT NAME**

<table>
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<th>ITEM</th>
<th>Account Charged</th>
<th>Paid to:</th>
<th>Explanation</th>
<th>Amount</th>
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**Signature of Department Head**

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<td>Grand Total</td>
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**Business Office Approval:**

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<th>Date</th>
<th>Cashier's Initials</th>
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