

San Angelo ISD

Elementary Activity Fund Petty Cash Voucher

Please attach each bill, receipt, or other documentation to a separate voucher sheet and indicate account to be charged.

Summarize all vouchers for the month on the Petty Cash Reconciliation and attach to the Reconciliation for request of reimbursement.

Campus: _____

Month, Year: _____

Voucher Number: _____
(month-# example 01-01)

Vendor _____
(attach invoice)

11-6399	Instructional Supplies	_____
23-6399	Office Supplies	_____
11-6499	Instructional Misc. Operating Costs	_____
23-6499	Administrative Misc. Operating Costs	_____
51-6499	Maint. & Operations Misc. Operating Costs	_____
_____	(student/faculty group)	_____
(name of group)		

Total This Voucher _____

Expenditure Purpose: _____