

Petty Cash Debit

Date _____ Amount \$ _____

PAU (Posting Account Unit) _____

Activity Code _____

Expense: 4-digit Account # _____

 4-digit Sub Account # _____

Approved by Supervisor/Manager _____

Payment to _____

For _____

Item # _____ Personal Acct. _____

Custodian _____ Rec'd Payment _____

May not exceed \$50.00 Original receipt *must* be attached.