

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Petty Cash Voucher (USNH-F45)

Description and Purpose of Expenditure	Original Amount	
FOAPAL 020		
Prepared by <i>(Cash Fund Custodian)</i> :		
Authorized Account Signiture <i>(If other than Custodian)</i> :	Received by <i>(Signiture)</i> :	

Form: USNH-F45

Created: 11/1/1990

Revised: 4/1/2012

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Petty Cash Voucher (USNH-F45)

Paid to <i>(Please Print)</i> :	Date <i>(mm/dd/yyyy)</i> :	Petty Cash Voucher (PCV)#:						
		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
FOAPAL 020								
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Authorized Account Signiture <i>(If other than Custodian)</i> :	Received by <i>(Signiture)</i> :							

Instructions for Completion of USNH Petty Cash Voucher - Form USNH-F45

PAID TO is the printed name of the vendor or individual paid for goods/services and the date of payment. In an imprest checking account, "Paid To" should be the payee shown on the check. *(Note: Normal vendor invoices should be forwarded to the appropriate business unit for entry and payment via USNH computer-generated general disbursement checks so that the integrity of the General Ledger and Vendor history may be maintained and tax laws may be complied with.)*