



# PETTY CASH VOUCHER

Finance Division  
 Bursar's Office  
 One College Blvd., Paterson, NJ 07505  
 Phone: 973-684-6692

Total expenditures should not exceed \$60.00 per petty cash voucher.  
 All signatures are required and only one (1) petty cash voucher will be paid per calendar month per individual.  
 New Jersey Sales Tax will not be paid. Mileage is reimbursed for personal vehicles at a rate of \$0.37 per mile.  
 Receipts must be attached and you will be contacted at the phone extension provided on the request within five (5) business days.  
 The petty cash voucher must be complete or it will be returned.

ORIGINATOR'S REQUEST	CERTIFICATION OF AVAILABLE FUNDS
Name: _____ Ext.: _____	I certify that departmental records show that sufficient funds are appropriated and available to cover this request.
Date _____ Signature of person to be reimbursed _____	Date _____ Budget Officer _____
Date _____ Signature of Person accepting funds _____	Date _____ Executive Director, Vice President's or President's Signature _____
Date _____ Signature of Bursar Staff issuing funds _____	Date _____ Bursar's Office _____

Detailed Explanation and Description of Item	TOTAL COST	BUDGET NUMBER(S)
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
<b>Grand Total:</b>	<b>\$ -</b>	