



P.O. Box 737640, Fairbanks, Alaska 99773-7640

Petty Cash Voucher

Instructions:

- 1) You may only be reimbursed if your department does not have a petty cash fund.
- 2) Original receipts must accompany vouchers to support expenditures, except for minor items (under \$25) for which receipts are not reasonably obtainable.
- 3) Maximum amount reimbursable is \$100.

