



THOMPSON RIVERS
UNIVERSITY
Finance Division

PETTY CASH VOUCHER

Date: _____

Pay to: _____

Department: _____

Payment for: _____

Amount: \$ _____

Account Code: _____

Approved: _____

Signature



Individuals must **NOT** approve their own expenses:
Signing authority must flow upward to their immediate supervisor.
One transaction per day, not to exceed \$100.

Received: _____

Cashier: _____

GST No



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