



# BALL STATE UNIVERSITY PETTY CASH VOUCHER

In accordance with the Expense Reimbursements Accountable Plan and the Cash Handling Procedures, receipts should be submitted to the Bursar's Office no later than one week from the date of the earliest attached receipt. Receipts older than sixty days will not be processed.

Department Name:

Items Purchased (Attach Receipt)	FOAPAL to be Charged	Amount
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Total Amount of Purchase  
(not to Exceed \$50.00):

Prepared By Name:  Signature:  Date:

Approved By Name:  Signature:  Date: