

**WALTERS STATE COMMUNITY COLLEGE
PETTY CASH APPROVAL**

Date _____ F O A P _____

Not to exceed \$ _____ Vendor _____

ITEMS TO BE PURCHASED

Authorized Purchaser _____ Department _____

Division Chairperson or
Administrative Supervisor's Approval _____

Director of Financial Services _____

President's Approval (if applicable) _____



PETTY CASH VOUCHER

Amount Received \$ _____ Signature _____ Date _____

Purchase Amount \$ _____

Amount Returned \$ _____ Signature _____ Date _____