RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

PETTY CASH VOUCHER

Date:		
Department/Unit:		
Payee to:		
Cash disbursed for items described below: *Note: Receipt limit $150.00*		
Item Description	G.L. Account Number	Amount
	Total Amount:	

Justification/Reason:

_____

_____

_____

Approved by UOG Dean/Director:

_____ , _____ , _____

Print Name Signature Date (MM/DD/YYYY)

Received by Payee *(Note: Sign only when reimbursement is given)*:

_____ , _____ , _____

Print Name Signature Date (MM/DD/YYYY)

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UOG Dean's Circle House #24
Tel. 671-735-0249/50/51/0336