

**VILLANOVA UNIVERSITY
PETTY CASH VOUCHER**

(Complete the following section when cash is issued)

Date: _____

Recipient: _____

Amount of Cash Received: _____

Purpose: _____

Signature of Recipient: _____

(Complete the following section when cash and receipts are returned)

Amount of Cash Returned: _____ (A)

Amount of Receipts Submitted: _____ (B)

Total (Must Equal Amount of Cash Received): _____ (A) + (B)