

California State University, Fullerton

Petty Cash Disbursement Voucher

STD. 439



Department Name	Division	Location	Date

Quantity	Item(s) / Purpose	Amount (including Sales Tax)

Total _____

Account (6)	Fund (5)	Department (5)	Program (4)	Class (5)	Project (8)
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Petty Cash total cannot exceed \$50.00

Prepared By	Date	Extension

I hereby certify that the above goods and/or services were received and necessary for use of the State of California and that quantity and quality are as indicated.

Receipt of the total amount herein shown is hereby acknowledged.

*NOTE: Employee's must present their **TitanCard** when picking up their cash reimbursement at the Cashier's window.
The TitanCard is the official identification card issued by the University to students, faculty, staff or other authorized individuals for the sole purpose of identification.

Print Name of Employee	Employee Signature	Date	Extension	Print Name of Employee Authorized to Pick Up Cash Reimbursement
Print Name of Approver	Approver's Signature	Date	Extension	Authorized Employee's Signature