EXAMPLE

FI 53 08/02
Division of Finance

Voucher Date 02/14/2004 (MM/DD/YYYY) Accounting Perioc 8 / 04 (MM / YY)

Budget FY 04 (FY) ◉ New ○ Modification

Transaction I.D.
P V (Type) 020 (Agency) 4000012345 6 (Document Number)

Custodian # 12345P

Custodian Name Cosmo Cougar

Address 876 E 900 N

Provo (City) UT (State) 84604 (Zip)

Agency Control #

$99.99
Document Total

Single Check Flag
◉ Yes ○ No

Scheduled Payment Date 02/14/2004 (MM/DD/YYYY)

PETTY CASH REIMBURSEMENT REQUEST

Line #	Date MM/DD/YYYY	Description	Fund	Agency	Org	Approp Unit	Act	Func	Obj	Project or Job	Rep Cat	Balance Sheet Acct.	Amount
1	01/14/2004	PC - Postage	100	020	xxxx	xxx			xxx				$55.55
2	02/14/2004	PC - Jury Meals	100	020	xxxx	xxx			xxx				$44.44
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

Page Total $99.99

Prepared by Cosmo Cougar Phone 422-0000 Date 02/14/2004

Agency 020 - Judicial Branch Division 4th District Court

Agency Head or Authorized Agent Approval TCE or Clerk of Court

Please Attach Payee List
Attach Additional Pages If Needed

EXAMPLE

FI 53 7/02
Division of Finance

Custodian Name Cosmo Cougar

Custodian # 12345P

For the Period From (mm/dd/yyyy)	01/01/2004	TO (mm/dd/yyyy)	02/14/2004

Date MM/DD/YYYY	Payee	Explanation	Amount
01/06/2004	US Postal Service	Postage	$37.00
01/14/2004	US Postal Service	Certified Postage	$18.55
02/10/2004	Cougareat	Food for Jurors	$44.44
		Page Total	$99.99

I hereby certify that the service or purchases represented by this request were received and authorized and that they represent proper charges against the State. I further certify that this request accurately reflects the condition of the Petty Cash Fund.

Total Disbursements All Pages	$99.99
Plus Cash on Hand	$50.01
Less Other Items	
Plus Other Items	
Equals Original Fund	$150.00

Cosmo Cougar

Petty Cash Fund Custodian Signature