

Petty Cash Voucher

Purchase Information

No.: 4687	Name of Fund: Postage	Purchased From: USPS
Date of Submission: 11/15/2019	Department: Membership	Purchased By: Debbie Smith
Date of Purchase: 11/13/2019	Budget to be Charged: 50	Purpose: Mail Holiday Cards

Description of Items Purchased

Description of Items Purchased:	Amount:
Stamps	40
Cards	10

Total

Total:
50.00

Signature

Do not sign until you receive your check.

Please sign, indicating you have rec'd your payment.



Phone & Email

Phone Number:
555-867-5309

Email:
dsmith@gmail.com