Northern Kentucky University
PETTY CASH VOUCHER

Date: _____   **Amount $** _____

Department Name: _____   **Phone #:** _____

Reimbursed To (your name): _____

SAP Cost Center: _____(9 digits)   **Grant #:** _____(7 digits)

Internal Award: _____(12 digits)

GL Account/Commitment Item: _____(6 digits)

Purpose: _____

Approvals:

_____   _____
Department Head   **Procurement Services (if required)**

_____   _____
Petty Cashier   **Received Payment**

Northern Kentucky University
PETTY CASH VOUCHER

Date: _____   **Amount $** _____

Department Name: _____   **Phone #:** _____

Reimbursed To (your name): _____

SAP Cost Center: _____(9 digits)   **Grant #:** _____(7 digits)

Internal Award: _____(12 digits)

GL Account/Commitment Item: _____(6 digits)

Purpose: _____

Approvals:

_____   _____
Department Head   **Procurement Services (if required)**

_____   _____
Petty Cashier   **Received Payment**