



**Business Office**  
Viking Union 513

Western Washington University  
Associated Students

# Petty Cash Voucher

AS Office Contact - Nate Wallace  
Business Director  
AS.Business@wwu.edu

AS Club Contact - Brienne Kumar  
Assistant Business Director  
AS.Business.Asst.Dir@wwu.edu

Voucher must not exceed \$25. Please attach all ORIGINAL receipts. Petty Cash Vouchers do not require prior approval from the AS Business Office, however this is NOT A GUARANTEE OF PAYMENT. If you are unsure about an expense being authorized please have the Business Office approve before purchase. Submit Petty Cash Voucher to Business Office box located in Viking Union 538 (VU Finance Office).

\_\_\_\_\_  
Description of Items

\_\_\_\_\_  
Purpose of Purchase /  
(i.e. event, date of event, travel, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Budget Authority Signature Date

\_\_\_\_\_  
Cash Received By Date

\_\_\_\_\_  
Purchase Made By

\_\_\_\_\_  
Contact Info: email and/or phone

\_\_\_\_\_  
AS Office / Club

Vendor Paid	
Fast Index	Expenditure Code
FX ____	E ____
ASB ____	\$ _____
Activity Code	Total Amount

\_\_\_\_\_  
Business Office Signature Date



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