



FOOTHILL-DE ANZA
Community College District

DISTRICT ACCOUNTS PAYABLE OFFICE

PETTY CASH VOUCHER

For Location: Foothill College Middlefield De Anza College District Office

Pay To: _____ Extension: _____
First & Last Name (Please Print):

Item(s) Purchased: _____

Required:

INDEX (6 digits)	FUND (6 digits)	ORG (6 digits)	ACCT (4 digits)	PROG (6 digits)	Amount:
					\$ _____

Approved by: _____
First & Last Name (Please Print) Extension Date APPROVER Signature (Required)

Received by: _____
First & Last Name (Please Print) Extension Date EMPLOYEE Signature (Required)

RECEIPTS ATTACHED

Important Note: *Petty Cash does not use Foundation FOAPs that start with 844, 845, or 846. Please contact the Foundation Office at ext. 6923, if you intend to charge your transactions to your Foundation FOAP.*



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