

Department: _____

Date: _____

Date of Expenditure(s)	Reason / Description of Expense	\$ Amount
(yyyy-mm-dd)		
Total Expenditure(s):		

Please cut here

Please Note: Original receipts must be submitted with the approved voucher during petty cash hours.

Petty Cash Hours

This form can be obtained at:
<http://www.dawsoncollege.qc.ca/forms/>