



## MOLLOY COLLEGE PETTY CASH

PLEASE PRINT CLEARLY

VENDOR NAME: Petty Cash Payment Authorization

Purchase Order #	Invoice Number	Invoice Date	Amount	General Ledger Account Number			Description
TOTAL				\$	-		

Order Amount:	Denomination:
\$	\$1.00
\$	\$5.00
\$	\$10.00
\$	\$20.00
\$	\$50.00
\$	\$100.00
\$	Pennies
\$	Nickles
\$	Dimes
\$	Quarters
\$	Total

Prepared by:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

ACCOUNTING USE ONLY		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Received Stamp</div> <div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Reviewed by:</div> <div style="border: 1px solid black; height: 20px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Check #</div> <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Paid Stamp</div> <div style="border: 1px solid black; height: 100px;"></div>