

UNIVERSITY SYSTEM OF NEW HAMPSHIRE  
Petty Cash Voucher (USNH-F45)

Description and Purpose of Expenditure	Original Amount	Date					
FOAPAL       020							
Prepared by (Cash Fund Custodian):	Received by (Signature):						
Authorized Account Signiture (If other than Custodian):							

Form: USNH-F45

Created: 11/1/1990  
Revised: 4/1/2012

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Petty Cash Voucher (USNH-F45)

Paid to (Please Print):	Date (mm/dd/yyyy):	Petty Cash Voucher (PCV)#:					
FOAPAL       020							
Prepared by (Cash Fund Custodian):	Received by (Signature):						
Authorized Account Signiture (If other than Custodian):							

Instructions for Completion of USNH Petty Cash Voucher - Form USNH-F45

PAID TO is the printed name of the vendor or individual paid for goods/services and the date of payment. In an imprest checking account, "Paid To" should be the payee shown on the check. *(Note: Normal vendor invoices should be forwarded to the appropriate business unit for entry and payment via USNH computer-generated general disbursement checks so that the integrity of the General Ledger and Vendor history may be maintained and tax laws may be complied with.)*