



Fermi National Accelerator Laboratory
P.O. Box • 500 • Batavia, Illinois • 60510

PETTY CASH VOUCHER

DATE: _____

AMOUNT: \$ _____

PURPOSE: _____

BUDGET CODE TO BE CHARGED: _____

REQUESTOR INFORMATION (PLEASE PRINT)

NAME OF THE PERSON

ID NUMBER

MAIL STATION-PHONE NUMBER

SIGNATURE OF PERSON RECEIVING
CASH REIMBURSEMENT-PLEASE PRESENT
FERMILAB I.D. CARD

ID NUMBER (if different from above)

APPROVER INFORMATION (MUST HAVE SIGNATURE AUTHORITY ON BUDGET CODE)

SIGNATURE OF THE APPROVER

ID NUMBER

MAIL STATION-PHONE NUMBER

ADDITIONAL APPROVER INFORMATION

PROCUREMENT APPROVAL (SEE POLICY #3)

ACCOUNTING VERIFICATION

PETTY CASH REIMBURSEMENT POLICIES

- 1) Supporting documentation (receipt, etc.) must be attached to allow reimbursement.
- 2) Items that are restricted on short orders or ProCard can not be reimbursed through petty cash.
- 3) Requests for materials or supplies reimbursement in excess of \$50 requires the prior approval of the Procurement Department.