

**DEPARTMENT OF NATURAL RESOURCES  
PETTY CASH VOUCHER**

Agency (check one):      431      432      434      435

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Number: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Cash Disbursed: \$ _____
Cash Returned: (\$ _____ )
Addl Cash Disbursed: \$ _____
Actual Cost: \$ _____

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Employee Signature: \_\_\_\_\_

Cash Disbursed: \$ _____
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