

**DEPARTMENT OF NATURAL RESOURCES  
PETTY CASH VOUCHER**

Agency (circle 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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