



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

PETTY CASH VOUCHER

School/Department

Date

Requested By

Amount

Account to be Charged

For:

THE CASHIER CANNOT BE THE SAME AS THE PERSON RECEIVING THE FUNDS

Signature of Person Receiving Funds

Signature of Cashier

Original receipt(s) must be attached
Petty cash will not be reimbursed for sales tax paid on any items (goods or services)