



READS

105 East Grove Street, Middleboro, MA 02346

(508) 947-3634

(508) 946-1088 fax

Revised: 10-25-10

PETTY CASH VOUCHER (not to exceed \$50)

POLICY & FORM

This form must be filled out for each purchase and the purchase must be documented as to the purpose and use in order for the expense to be allocated properly.

The original receipt must be attached to this form.

Food purchases are allowed only for the purpose of student incentives.

Please make check payable to: _____

Address: _____

Vendor _____

Date of purchase _____

Amount of purchase _____

Purpose and use _____

(Please explain purchase)

Type of purchase:

___ office supplies

___ teaching supplies

___ student incentive

___ purchase of equipment

Note: A receipt is REQUIRED for reimbursement.

SALES TAX WILL NOT BE REIMBURSED

Approved by: _____ Approved by: _____
Program Director Executive Director