

**CLATSOP COMMUNITY COLLEGE  
PETTY CASH VOUCHER**

Voucher #: \_\_\_\_\_

*Prepare in ink or type*

Paid to: _____ (payee)	Date: _____
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*Attach ORIGINAL receipts. This may **not** be used for TRAVEL, FOOD FOR EMPLOYEES or PERSONAL ITEMS.*

**PURPOSE OF EXPENDITURE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account Number	Amount	<i>Reimbursement is approved:</i>		
		<i>Signature</i>	<i>Title</i>	<i>Date</i>
		<i>Payment has been received:</i>		
		<i>Signature of Payee</i>		
		<i>Date</i>		
<b>TOTAL</b>		<b>\$</b>		

PIO rev. 1/98

Dear ENCORE Member:

Thank you for your work on behalf of ENCORE.

Please sign the Clatsop Community College Petty Cash Voucher above and return it in the pre-addressed envelope.

Please also indicate below the category of the expenditure. If more than one category, please indicate how much goes into each category.

**2016-2017 Budget Categories**

**BOARD**

- Website
- Supplies
- Conference Sponsorship

**CURRICULUM COMMITTEE**

- Venues
- Publicity
- Honoraria
- Operating Supplies
- Travel

**MEMBERSHIP COMMITTEE**

- Venues
- Publicity
- Honoraria
- Operating Supplies
- Food

**TRIP COMMITTEE**

- Publicity
- Travel
- Operating Expenses

Other: please specify: \_\_\_\_\_