



Controller's Office
Petty Cash Receipt Form

PETTY CASH PURCHASE DETAIL

DEPARTMENT NAME	CUSTODIAN NAME
PURCHASE DATE	PURCHASE AMOUNT
MERCHANT	

CHARTFIELDS

OPERATING UNIT	DEPT	FUND	CLASS	ACCOUNT	PC BUS UNIT	PROJECT	ACTIVITY

AFFIX RECEIPT BELOW OR USE ADDITIONAL PAPER

By signing below, we certify the petty cash funds were used for USC business purposes.

CUSTODIAN SIGNATURE: _____

DATE: _____

APPROVER NAME: _____

DATE: _____

APPROVER SIGNATURE: _____

DATE: _____