



Form 2815 FR.02
Petty Cash Quick Voucher

Revised 5/15/2017

Petty Cash Quick Voucher		<div style="border: 1px solid red; padding: 2px; display: inline-block;"> This form requires a Transaction Control Number (TCN). Click on the TCN icon to access a Transaction Control Number. </div> ➔ TCN			TCN: _____				
Received: _____ Dollars				Date: _____					
Reason for the Expense: _____				Amount: _____					
Initiated By Print Name: _____		Signature: _____		Phone: _____		Address (if not a Yale employee): _____ _____ _____			
Approved By Print Name: _____		Signature: _____		Phone: _____					
Received By Print Name: _____		Signature: _____		Phone: _____					
Yale Designated	Grant	Gift	Cost Center	Program	Project	Spend / Revenue Category	Ledger Account	Location	Assignee

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