

Revised 5/15/2017



Petty Cash Quick Voucher				This form requires Click on the TCN in	s a Transaction Con con to access a Trans	trol Number (TCN). action Control Number.		<u>TCN</u> TCN:		
Received:				Dollars	i	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: Program			Phone: Project Spend / Revenue		Ledger Account	Location	Assignee	
Designated	Grant	Giii		Cost Center	Fiogram	Froject	Category	Leager Account	Location	Assignee
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Petty Cash Quick Voucher			This form requires a Transaction Cont Click on the TCN icon to access a Trans							
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:		1		
Received By									-	
Print Name:			Signature:			Phone:		Ladwan Assaumt	Lasation	Assissas
Yale Designated	Grant	Gift		Cost Center	Program	Project	Spend / Revenue Category	Ledger Account	Location	Assignee