

**AUBURN UNIVERSITY
PETTY CASH TICKET**

No: _____

Date _____

Issued to _____ the sum of \$ _____

For the purchase of _____

Purchased from (vendor): _____

Recap of purchase:

Sum Issued (same as above) \$ _____

Less: Change returned to fund \$ _____

Amount of purchase \$ _____

Signature of Employee

After completion and approvals, send completed form to Procurement and Payment Services, 311 Ingram Hall.

BO 23 (05/05)