

**AMERICAN LIBRARY ASSOCIATION**  
**PETTY CASH VOUCHER**  
 (Maximum of \$50.00)



Date \_\_\_\_\_  
 Amount \_\_\_\_\_  
 To/From \_\_\_\_\_  
 For \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACCOUNT NO.**

XX	XXX	XXXX	XXXX
FUND SUB FUND	UNIT	LINE ITEM	PROJECT
<b>ACCOUNT NO.</b>			

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Cashier \_\_\_\_\_

Payment Received \_\_\_\_\_

Signature \_\_\_\_\_

***Special Instructions:***

- 1. Only to be used for items under \$50.00***
- 2. Sales Tax I.D. Number 36-2166947 should be used as ALA is not subject to sales tax.***

**(Please Attach Receipts)**

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