



**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
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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: _____