**SCHOOL DISTRICT NO. 50 (HAIDA GWAII)**

**BOARD POLICY MANUAL**

**B.2.3 (2103-1) PETTY CASH VOUCHER**

**Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last Revision: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount Allocated: $ Supervisor:

Location:

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| --- | --- | --- | --- |
|  **Company Purchased From** |  **Amount** |  **Account to be Charged** |  **Total** |
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Original receipts MUST accompany Total Expenditures:

all originals. Balance on Hand:

Date Submitted: Signature: