

Johns Hopkins University

Cash Accounting @ Garland Hall

3400 North Charles Street Room #32
Baltimore, MD 21218
Phone: 410-516-6874

Hours: Mon-Wed 10am-2pm

Date: _____

Voucher VOID after 60 days

Petty Cash Voucher

DOLLAR LIMIT \$100

You must complete all fields marked with *

*Received By (print): _____

* Description/Purpose:

Amount	Fund	Business Area	Cost Center or Internal Order	General Ledger

- Research Participants Only -

*SSN (Last 4 digits): _____ *Participant Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

*Total Amount: \$ _____

Dollar Amount (in words): _____

Charge to: _____

* Recipient Signature: _____ * Approver Signature: _____

*Approved By (print): _____ * Approver Phone Number: _____

The form should be hand carried to Garland Hall (Room #32), along with receipts, supporting documentation, and Picture ID to the reimbursement window **within 60 days.**