It is prohibited to use the *Petty Cash* fund to make loans to employees or to cash personal checks. (These forms may be printed at APS Office Services.)

This form is used if the sponsor/staff member wants cash before purchasing.

**BOARD OF EDUCATION**  
Albuquerque, NM

**TEMPORARY PETTY CASH VOUCHER**  
(To be completed if cash is given for purchase)

Either cash, invoice or both must be returned to the bookkeeper within three (3) days.

Amount $ _______________________________     Date _______________________

Received by ___________________________________________________________

Attached to Petty Cash Voucher with invoice.

This form is used after the purchase has been made.

**PETTY CASH VOUCHER**

School _____________________________  

______________________________ Dollars     $ ___________________

Description of Expenditure __________________________________________________

Signed ________________________________  
Sponsor/Staff Signature

Account to be Charged ____________________________________________________

Approved by ________________________________  
Principal’s Signature