

Johns Hopkins University

Cash Accounting @ Wyman Park

3100 Wyman Park Drive, Room G36A
Baltimore, MD 21211
Phone: 410-516-6874

Hours: Wed 9am-4pm

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 3100 Wyman Park Dr., Room #G36A, along with receipts, supporting documentation, and Picture ID to the reimbursement window within 60 days.