



OCEANSIDE COMMUNITY ASSOCIATION

**Petty Cash Voucher**

I, \_\_\_\_\_, residing in Unit Number #: \_\_\_\_\_, received  
(Print Name)

\$ \_\_\_\_\_ from the Oceanside Community Association Activities Committee Petty Cash Fund

on \_\_\_\_\_ to purchase \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My signature below means that I promise to return the **ORIGINAL** receipt(s) for the purchase (itemized, if available) and any change from the difference between the cost of the item(s) purchased and the amount received from the Petty Cash Fund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Receipt and change must be returned within two (2) working days of purchase.

\_\_\_\_\_

**For Office Use Only**

Receipt Required – Received by who: \_\_\_\_\_ Reimbursed Amt: \$ \_\_\_\_\_

Signature of person releasing funds : \_\_\_\_\_