

AC 401 (5/06)
Print Code X

STATE OF NEW YORK – PETTY CASH SUBVOUCHER
(TO BE USED AS SUPPLEMENT TO INVOICE OR WHEN INVOICE IS NOT AVAILABLE)

FOR AGENCY FINANCE
OFFICE USE ONLY

Subvoucher No. _____

Payee Name _____

Address _____

Date _____

City & State _____ Zip Code _____

QUANTITY	ARTICLES OR SERVICES	UNIT	UNIT PRICE	AMOUNT
PAID BY:			TOTAL	
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK			% DISCOUNT	
PETTY CASH CHECK NO. _____			NET	

Signature of Vendor _____

Title _____

Name of Company _____

I CERTIFY THAT THIS VOUCHER IS CORRECT AND JUST,
AND PAYMENT IS APPROVED.

Signature of Custodian _____