NORTHWESTERN UNIVERSITY
PETTY CASH - PAY-OUT FORM

Date _____ Ext. No. _____

Explanation of Items	**AMOUNT**

Fund	DeptID	Project ID	Act	Program	Account

TOTAL

CERTIFICATION

I certify that this accounting is correct and that I have paid the amounts listed above.

NU Employee Date

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

Dean or Supervisor Date

INSTRUCTIONS: PLEASE EXPLAIN PURCHASE OR PAYMENT. ATTACH DETAILED INVOICE, RECEIPT OR CASH REGISTER TICKET. OBTAIN SIGNATURE OF EMPLOYEE MAKING PAY-OUT, APPROVAL OF DEPARTMENT HEAD OR DEAN AND REIMBURSE BY DIRECT PAYMENT REQUEST.

Attach receipts here

Attach receipts here