

# BPOE 2501 Receipt Voucher

Date: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Received from: Name \_\_\_\_\_

Description of Receipt: \_\_\_\_\_

Account # or Budget Line Item Number: \_\_\_\_\_

Person making receipt: \_\_\_\_\_

Approved by Secretary: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Monies	Quantity	Value
Currency		
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Subtotal		
Coins		
\$1		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Subtotal		
Checks		
Subtotal		
Total		