EXHIBIT F

Petty Cash Missing / Illegible Receipt - Taxi

Memorandum

TO: Accounts Payable Department

FROM: _____

SUBJECT: _____

Date: _____

Vendor Name: _____

Pick-up: _____

Drop Off: _____

Flat Fare: _____

Toll: _____

Surcharge: _____

Tip: _____

Total: $ 0.00

Approved: _____ _____

Signature of Department Head Date