Clear Form

Print Form

The University of Georgia

Bursar and Treasury Services

Petty-Cash Voucher

Date: _____ Amount of Reimbursement Requested: _____

Name of Petty-Cash Fund Custodian: _____

Charge to Account Number: _____

Date	To Whom Paid	Description of Disbursement	Amount
Total Amount Disbursed:			$0.00
Cash on Hand:			
Total Amount of Fund:			$0.00

(Signed By) (Date) (Approved By) (Date)

NOTE: Enclose all receipts for the items listed above in an envelope (do not seal). Staple the envelope to the back of the accompanying Check Request. A "receipt," as used herein, means a cash sales ticket, a paid invoice or a formal receipt form such as the "Petty Cash Disbursement Receipt" Form PC-1. The receipt should be an original, should show the date of the purchase, the quantity, the description, unit price, extension, the name of the vendor and should be marked "paid" and dated by a representative of the vendor.

April 2016
http://www.busfin.uga.edu/forms/bursar_petty_cash_voucher.pdf