



# The University of Georgia

## Petty Cash Disbursement Receipt

Department or Division \_\_\_\_\_ Location \_\_\_\_\_ Ph No \_\_\_\_\_

Account No \_\_\_\_\_ Account Name \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_

ITEMNO	DESCRIPTION	UNIT COST	EXTENDEDAMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Payment \$ \_\_\_\_\_

### Employee Certification

I certify that I am authorized to charge the account listed above for this transaction and that the goods or services listed herein, or on the attached document have been received.

### Vendor Certification

The materials or supplies described above have been provided and payment in the amount shown above is acknowledged.

Purchased By \_\_\_\_\_  
(University Employee's Name)

Vendor's Name \_\_\_\_\_

\_\_\_\_\_  
(University Employee's Signature)

Vendor's Address \_\_\_\_\_  
(city) (state)

Date \_\_\_\_\_

By \_\_\_\_\_

Vendor certification is necessary only when an original paid invoice cannot be obtained.  
The University of Georgia is exempt from Sales Tax and other State of Georgia and Federal Taxes

March, 2001  
<http://www.busfin.uga.edu/forms/>



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