



PETTY CASH DISBURSEMENT RECEIPT

Please put your speed type or chart string below

Speed Type _____

Department or Division DEAN OF STUDENTS BUSINESS OFFICE

OR

Department Location TATE STUDENT CENTER

Fund _____

Date _____

Prog _____

Class _____

Dept. _____

Please separate amounts by account code

VENDOR	DESCRIPTION	AMOUNT	ACCOUNT CODE

LIMIT \$500

Food Justification Attached

TOTAL PAYMENT \$ _____

EMPLOYEE CERTIFICATION

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

PURCHASED BY: _____

SIGNATURE: _____

APPROVED BY: _____
 (University Employee)

SIGNATURE: _____

BUSINESS OFFICE USE ONLY

BUSINESS OFFICE STAFF: _____

AMOUNT RETURNED: _____