



Petty Cash Withdrawal Form

Date: _____ Amount Withdrawn: _____

Organization Name: _____ Department ID: _____

Name of Event: _____ Event Date: _____

Items Being Purchased

Supplies for Event

Food for Event

Postage

Other: _____

I hereby withdraw the above shown from the petty cash fund in the custody of the Student Affairs Business Office, for the purpose of making official purchase(s) for the University of Georgia. I agree to be personally responsible for these funds and to return the unspent balance, together with the proper receipts supporting the expenditure, no later than the close of the next working day. These purchases are in compliance with all budgetary and University policies.
FUNDS ARE DUE BACK WITHIN 48 HOURS.

Withdrawn By: _____ Signature: _____

Approver Name: _____ Signature: _____

Additional Information

- **Petty cash should only be used when there are no other available purchasing options.**
- An event flyer, email, or agenda must be provided to withdraw petty cash for event supplies or food.
- Gift cards can only be purchased by student organizations with Agency Accounts. A justification is required to disclose the purpose of the gift cards and to list recipients.
- Additional petty cash information can be found [here](#)

For Business Office Use Only

Date Funds Returned: _____ Returned By: _____

Amount Returned: _____ Total Due for Receipts: _____

Disbursed Funds SABO Initials: _____ Funds Returned SABO Initials: _____

Disbursed Funds SABO Initials: _____ Funds Returned SABO Initials: _____