

Publix Card Withdrawal Form

Date: _____

Organization Name: _____ Department ID: _____

Name of Event: _____ Event Date: _____

Items Being Purchased

Supplies for Event

Food for Event

Other: _____

Estimated Total Price of Purchase on Publix Card: _____

(This price will be pre-approved on this form, your final purchase may NOT exceed this amount, the limit is \$500 per visit)

Acknowledgement

I hereby withdraw the Publix card 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 card, together with the proper receipts & documents supporting the expenditure, no later than the close of the next working day. These purchases are in compliance with all budgetary and University policies. **CARD IS DUE BACK WITHIN 24 HOURS.**

Withdrawn By: _____ Signature: _____

The approver is acknowledging the estimated purchase price will not be exceeded, that the purchases are legitimate, and the funding is available in specified ChartString.

Approver Name: _____ Signature: _____

Additional Information

- An event flyer, email, or agenda in addition to the Food Justification Form must be provided for food or drink purchases
- Personal purchases are not permitted on the Publix card
- Purchase may not exceed the price listed above

For Business Office Use Only

Date Card Returned: _____ Returned By: _____

Total Spent per Receipt: _____

Disbursed Card SABO Initials: _____ Card Returned SABO Initials: _____

Disbursed Card SABO Initials: _____ Card Returned SABO Initials: _____