

MIDDLE GEORGIA STATE UNIVERSITY PETTY CASH PURCHASES/REIMBURSEMENTS

Middle Georgia State University's petty cash policy enables faculty and staff members to make necessary small value purchases and receive reimbursement without going through the usual purchasing process. The following requirements must be met in order to receive a petty cash reimbursement for a purchase:

- y Funds must be available in department budget
- y Purchase must be for the benefit of and in the mission of Middle Georgia State University
- y Total purchase must be less than \$50
- y Dated receipt/invoice (with vendor name and purchase order(s)) must be attached to this form

Must be approved by Office of Finance prior to being submitted to Bursar's Office.

If the above requirements are met, please complete the appropriate areas of the form below and bring to the Bursar's

PETTY CASH VOUCHER	
DATE: _____	AMOUNT: \$
DEPARTMENT: _____	(must be less than \$50)
ITEM(S) PURCHASED/PURPOSE: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
DEPT HEAD APPROVAL: _____	
<u>*Receipt and/or invoice must be attached to this voucher*</u>	
This section to be completed by Finance Office	
FINANCE APPROVAL: _____	
CHARGE PURCHASE TO ACCT # _____	
This section to be completed by Bursar's Office	
CASH DISBURSED BY _____	NAME: _____
	SIGNATURE: _____
	BO APPROVAL:
CASH RECEIVED BY _____	NAME: _____
	SIGNATURE: _____