

Petty Cash Receipt Form

Received From: **UNIVERSITY OF WEST GEORGIA CASHIER**

For the Following: _____

Date: _____

Vendor Name	Description of Items Purchased	Amount
Total:		

Account Name: _____

Account Number: _____

Approved: _____

Office of Controller/ Business & Finance

***Attach Original Paid Receipts to back of Voucher**

Revised 10/22/2010

Signature of Purchaser

Departmental Approver

Printed Approver Name

Cash Recipient (to be signed at cashier's window)