

**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:

- Funds must be available in department budget
- Purchase must be for the benefit of and fit the mission of Middle Georgia State University
- Total purchase must be *less than \$50*
- Dated receipt/invoice (with vendor name and purchased item(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	
<b>DATE:</b> _____	<b>AMOUNT:</b> \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
<b>DEPARTMENT:</b> _____	<i>(must be less than \$50)</i>
<b>ITEM(S) PURCHASED/PURPOSE:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
<b>DEPT HEAD APPROVAL:</b> _____	
<b><u>*Receipt and/or invoice must be attached to this voucher*</u></b>	
<i>This section to be completed by Finance Office</i>	
<b>FINANCE APPROVAL:</b> _____	
<b>CHARGE PURCHASE TO ACCT #</b> _____	
<i>This section to be completed by Bursar's Office</i>	
<b>CASH DISBURSED BY</b>	<b>NAME:</b> _____
	<b>SIGNATURE:</b> _____
	<b>BO APPROVAL:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 40px; vertical-align: middle;"></span>
<b>CASH RECEIVED BY</b>	<b>NAME:</b> _____
	<b>SIGNATURE:</b> _____