

GEORGIA SOUTHWESTERN STATE UNIVERSITY  
AMERICUS, GA. 31709

INSTRUCTIONS: An **ORIGINAL RECEIPT** must be returned within 48 hours along with the balance of cash (if any).

REQUEST FOR PETTY CASH

TO: BUSINESS OFFICE DATE: \_\_\_\_\_

This is to authorize \_\_\_\_\_ to draw \_\_\_\_\_

from account number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Account Fund Dept ID PRGM Class Grant

for the purchase of \_\_\_\_\_

APPROVED: \_\_\_\_\_

Department Chairman

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