

PETTY CASH RECEIPT

Received from: UNIVERSITY OF WEST GEORGIA CASHIER

Date _____

For the following:

<i>VENDOR NAME</i>	<i>DESCRIPTION OF ITEMS PURCHASED</i>	<i>AMOUNT</i>
TOTAL		

Account Name _____

Account # _____

Approved _____

Office of Business Services

Signature of Purchaser

Departmental Approval

CASH RECIPIENT (To be signed at cashier's window)

* Attach original paid receipts to back of voucher