

# GEORGIA SOUTHERN UNIVERSITY PETTY CASH SALES SLIP TRANSMITTAL

ATTN: Accounts Payable, PO Box 8128

P.O. Box Num \_\_\_\_\_

Attached are \_\_\_\_\_ sales receipts in the amount of \_\_\_\_\_ for purchases made on behalf of

Department. Reimbursement should be made as indicated below.

<input type="checkbox"/>	This amount was paid from our established petty cash fund.
<input type="checkbox"/>	Custodian _____ Emplid _____

- OR -

<input type="checkbox"/>	This amount was paid with individual funds.
<input type="checkbox"/>	Name _____ Emplid _____

**IMPORTANT PETTY CASH POLICY NOTES:**

- Use Departmental VISA whenever possible
- No check will be issued for less than \$50
- No single invoice should exceed \$1,000
- Membership dues, registration fees and travel expenses can NOT be reimbursed thru petty cash
- Read the Petty Cash policy in its entirety on the Materials Management website.
- Payments for personal services can NOT be reimbursed through Petty Cash

<u>RECEIPT DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>

**TOTAL AMOUNT** \_\_\_\_\_

DEPARTMENTAL CHART OF ACCOUNTS			
SPEEDCHART (5 Digits)	ACCOUNT (6 Digits)	PROJECT, if applicable (3-10 Digits)	AMOUNT

**Instructions: Prepare 1 copy**

Attach all **original** sales slips to the **original** transmittal form and submit to the Accounts Payable Office for reimbursement. Copies will not be accepted.

A petty cash reimbursement check will be sent to you through the campus mail in approximately 2-3 business days.

<p><b>FUNDING:</b></p> <p>Approved <input type="checkbox"/></p> <p>Denied <input type="checkbox"/></p> <p>Date: _____</p> <p>Signed: _____</p>	<p><b>REASON FOR DENIAL:</b></p> <p>Insufficient Funds <input type="checkbox"/></p> <p>Incorrect Account Number <input type="checkbox"/></p> <p>Unauthorized Signature <input type="checkbox"/></p> <p>Other: _____</p>
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\_\_\_\_\_  
REQUESTOR Date

\_\_\_\_\_  
DEPARTMENT HEAD Date