



PETTY CASH ADVANCE FORM

(Internal Use Only)

Date : _____

Need by Date: _____

Amount \$: _____

Purpose (Descr.): _____

Department: _____

Account/Speedcode: _____

By dating and signing this form I hereby agree that I have received the cash amount specified for business purposes. I understand that after making the purchase I must submit detail receipt(s) to support the cash received. Also, I agree that I will be personally liable to repay any cash that is not supported by appropriate receipt(s) or if the cash is not used for the intended business purpose.

Received by: (Signature of person receiving cash)

Date

Printed Name: (Person receiving cash)

DSC ID Number (Person receiving cash)

Approved by: (Department Supervisor)

Date

Note: Please remember to present a State of Georgia Sales & Use Tax Certificate of Exemption form at time of purchase. Dalton State College **does not** pay Sales & Use tax in the State of Georgia. The Tax Certificate form is located on the Purchasing website <http://www.daltonstate.edu/purchasing/p-card/pdf/p-card-tax-exempt-certificate.pdf>.

Approved by: (Office of the Bursar)

Date

To be completed upon return of funds:

_____ Total Cash Returned

Recipient Signature

_____ Total Receipts Returned

Approval (Representative of Office of the Bursar)