



PETTY CASH RECEIPT

(Internal use only)

Received from: **DALTON STATE COLLEGE BUSINESS SERVICES**

Date: _____

Purpose of Purchase: _____

For the following:

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

Department Name _____

Signature of Purchaser

Account #/Speed Code # _____

Departmental Approval

Approved _____

Office of the Bursar

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

* Attach original paid receipts to back of petty cash receipt/ticket. If items purchased on receipt are not detailed, please list in fields above.