



**PETTY CASH REIMBURSEMENT**

For Non-Encumbered Goods

Deliver in Person To: University Cashier  
 100 Sparks Hall  
 (404)651-2428 or (404)651-2429

Date Issued:
Panther Card ID Number of Individual Receiving Reimbursement: <b>601708</b> _____ <b>X</b>

Vendor Name & Remittance Address:	Department Name:
Individual Receiving Reimbursement:	Contact Telephone:

**Receipt/Invoice Information**

Invoice Date	Date Invoice/ Goods Received	Invoice Number	Gross Amount	Sales Tax	Freight	Description
Total Amount						

Please attach all supporting documentation. Original receipt/invoice must be marked "PAID".

**Distribution**

SpeedChart	Invoice Number	Amount	Account (6)	Fund (2)	Dept (9)	Program (4)	SubClass (5)	Budget Pd (4)	Project/Grant (5)

Certification: *I do solemnly affirm, under criminal penalty of a felony for false statements subject to punishment by a fine of not more than \$1,000 or by imprisonment for not less than one year nor more than five, or both, that the statements are true and that the described item(s) is/are for institutional purposes only and that reimbursement or payment has not been previously requested and/or paid by Georgia State University and that payment has not been requested and/or paid by any other source.*

The Governor's Executive Order requires that all invoices be paid within thirty (30) days of the later of (1) the date of the invoice, (2) receipt of goods, or (3) receipt of invoice. A memo of explanation must accompany all requests for reimbursement that do not meet these criteria.

By signing the voucher, the individual is certifying that he/she is authorized on the ChartField combination(s), that the charges are appropriate to the ChartField combination(s) being charged, and the charges are legitimate expense within the University guidelines.

Signature of Authorized Requestor/Initiator:  
*(required)*

Signature of Authorized Approver for Budget Unit:  
*(required and different than Initiator above)*

Cashier's Use Only:	Payfile Number:	Transaction Number:
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