



**HOLY ROSARY SCHOOL
PETTY CASH PERJURY STATEMENT**

CHECK NO.

(FOR INTERNAL USE ONLY)

TODAY'S DATE		PETTY CASH FUND NAME	
UNDER PENALTY OF PERJURY, I HEREBY CERTIFY THAT I INCURRED THE COST OF (AMOUNT)		\$ <input type="text"/>	
PURCHASER NAME		BILL TO ACCOUNT NAME OR NUMBER	
SELECT DISPOSITION OF CHECK (MARK X) <input type="checkbox"/> CALL (PHONE#) <input type="checkbox"/> MAIL (ADDRESS)		PRINCIPAL'S SIGNATURE/DESIGNATED BUDGET APPROVER DATE (PAYMENT WILL NOT BE PROCESSED WITHOUT THE BUDGET APPROVER SIGNATURE)	
PURCHASER SIGNATURE			
DESCRIBE PURCHASE			
BRIEFLY EXPLAIN WHY THERE IS NO RECEIPT OR WHY A COPY IS USED			