



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)

\$

PURCHASER NAME

BILL TO ACCOUNT NAME OR NUMBER

SELECT DISPOSITION OF CHECK (MARK X)

☐

CALL (PHONE#)

☐

MAIL (ADDRESS)

PURCHASER SIGNATURE

PRINCIPAL'S SIGNATURE/DESIGNATED BUDGET APPROVER

DATE

(PAYMENT WILL NOT BE PROCESSED WITHOUT THE BUDGET APPROVER SIGNATURE)

DESCRIBE PURCHASE

BRIEFLY EXPLAIN WHY THERE IS NO RECEIPT OR WHY A COPY IS USED