

NOTICE OF CERTIFICATION

Petty Cash

Check

I _____ acknowledge receipt of Unit Funds
PRINT NAME & RANK

on _____ for an event to be held on _____
DATE DATE

I certify that the funds will be used for the UNIT FUND# _____ UIC# _____.

**I will return the following item(s) to the DFMWR, Financial Management Branch
within three (3) business days after the event, payment or purchase:**

ORIGINAL RECEIPTS

SIGNED RECEIVING REPORT (DA FORM 4067-1)

***Failure to return required receipts will jeopardize future disbursements.**

Signature: _____

Telephone: _____ Email: _____

NAME OF COMMANDING OFFICER: _____

Telephone: _____

If you will be deploying soon, please provide:

REAR DETACHMENT CONTACT: _____

Telephone: _____

Please note: First reminder for receipt(s) or receiving report will be a call and/or email to the person signing this document. Second and third (final) notices will be a call and/or email to the signer and their commanding officer. If after the third and final notice there is no action, the unit fund account WILL BE SUSPENDED from further withdrawals until reconciliation is completed. GARRISON PERSONNEL WILL ALSO BE NOTIFIED.

Initial