



The University of Georgia

Bursar's Office

Application for Petty Cash or Change Fund

Request for:

Petty Cash Fund _____

Change Fund _____

Closeout Date _____
(Bursar's Office will assign date)

Cashier's Use Only

Issued by
Check _____

Cash *Attach Report*

Date _____

Department Name _____ Account No. _____

Name of Custodian _____ Title _____

Email Address _____

Description of Need for Fund:

Special Instructions:

Location of Fund:

Building Name _____ Room Number _____ Telephone Number _____

This fund and responsibility thereof is issued to the named custodian and cannot be transferred. If for any reason a fund is no longer needed or there is a change in the custodian, this fund must be turned in to the University Cashier, thereby terminating the responsibility of the custodian. If the need continues, a new fund will be issued upon application. Under no circumstance can University Petty Cash funds be deposited to any bank account other than the Bank Account established for Petty Cash expenditures.

Do not deposit University Petty Cash Funds to a personal bank account.

Attach to the "Application" a letter of explanation regarding the purpose of the fund and an analysis justifying the dollar amount requested.

I accept the above stated cash fund with the understanding that I am personally responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages and uninsured losses.

Signature of Custodian Date

I approve the designation of _____ as custodian of the above stated cash fund. It is further understood that I will be jointly liable for all shortages and uninsured losses.

Signature of Dean, Director, or Department Head Date

(see second sheet for instructions)

Approved: _____
Bursar's Office Date

Instructions

for the preparation of the

Application for Petty Cash or Change Fund

ESTABLISH

To establish a petty cash or change fund, a requesting department is required to complete and submit the following to the Bursar's Office.

- 1) "Application for Petty Cash or Change Fund" form
- 2) Attach to the "Application" a **letter of explanation** regarding the purpose of the fund and an analysis justifying the dollar amount requested. (If this is for a change in custodian, the letter should also note that funds are in balance at the current time.) The custodian and the department head should sign this letter.

If petty cash or change fund is being opened for a Nonresident Alien Visitor, attach the following in addition to the requirements listed above.

- 3) "Estimate of Reimbursable Expenses for Nonresident Alien Visitors" Form

Upon approval, the Bursar's office will make arrangements to issue the funds to the requesting department. This initial advance **is not charged** to your departmental account, but is maintained as part of the overall cash account of the Bursar's Office. This fund must remain intact either in cash or in cash and authorized receipts for purchases. Petty Cash funds may be used only for official authorized "small purchases" not to exceed the established limit per purchase. The custodian of the fund is responsible for enforcing the University purchasing regulations in making expenditures from this fund and is also responsible for insuring that the funds are adequately safeguarded. This fund should always be held separately and should not be commingled with personal money. Any overage or shortage should be reported to the Bursar's Office immediately.

REIMBURSE

To reimburse expenditures which have been made from the petty cash fund, the fund custodian should prepare a check request and a petty cash voucher envelope listing each individual receipt for which petty cash funds were disbursed on the outside of the envelope. The envelope containing the petty cash receipts and the check request made payable to the custodian indicating a charge to the appropriate departmental account number should be submitted to the University Expenditure Control Department. In preparing the check request, be sure to show the words "PETTY CASH" by the custodian's name and under the description part state "to reimburse petty cash expenditures per attached petty cash voucher envelope." Upon approval, a check will be prepared and mailed to the custodian for the amount of the reimbursement.

CLOSE

To close a petty cash or change fund when the fund is no longer required, or the custodian is changing jobs or leaving the University, the custodian is responsible for returning the money to the Bursar's Office. Upon receipt of the funds, the Bursar's Office will issue a receipt relieving the custodian of his/her responsibility.