

**GEORGIA STATE UNIVERISTY
PETTY CASH CHANGE FUND AND GENERAL FUND REQUEST FORM**

School/Department/Unit: _____

Date: _____

SECTION ONE: ESTABLISH A FUND

Custodian _____ Panther ID _____

Purpose of Fund _____

Requested Amount of Fund _____ Speedtype _____

Type of Storage (Metal Lock Box, Vault, etc.) _____ Location of Funds/Building/Room _____

SECTION TWO: CHANGE AN EXISTING FUND

Change of Custodian Current Custodian _____ Panther ID _____

 New Custodian _____ Panther ID _____

Change of Fund Amount Current Custodian _____ Panther ID _____

 New Custodian _____ Panther ID _____

SECTION THREE: FUNDS DISBURSEMENT

I, _____, as Custodian for the above referenced Petty Cash Imprest Fund hereby acknowledge request of funds to be advanced to me in the amount of \$_____. I understand and agree that these funds may only be used for the expenses related to this account as described above. I further acknowledge and agree that all uses of these funds must be properly documented with original receipts and invoices which document its proper use. I understand that I am personally responsible for the proper safekeeping and use of said funds, and that I may be held personally liable for unauthorized expenditures, shortages and losses resulting from negligent management of the funds. Further, I understand that improper use of funds could result in disciplinary action, up to and including termination.

_____ (Custodian Signature)

_____ (Title)

_____ (Date)

SECTION FOUR: ADMINISTRATIVE APPROVAL

I approve the designation of _____ as the custodian of the above stated Petty Cash Imprest Fund.

Approved By: _____ Date: _____
(Dean, Director or Department Head)

SECTION FIVE: OFFICE OF ACCOUNTING SERVICES APPROVAL

Approved By: _____ Date: _____
(Director, Office of Accounting Services)