

**Georgia State University**

**Petty Cash Imprest Fund Delegate Disclosure Form**



School/Department/Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian: \_\_\_\_\_

<b>Delegate Name</b> (Last, First)	<b>Delegate Title</b>	<b>Delegate Panther ID</b>	<b>Signature of Delegate</b> <i>(signifying they have read and agree to petty cash procedures)</i>

I approve the delegation of fund handling duties to the above listed delegate(s) for the Petty Cash Imprest Fund assigned to the above listed Custodian.

Approved By \_\_\_\_\_  
(Unit Head Printed) (Signature) (Date)

**This form must be submitted with the Fund agreement and updated and re-submitted each quarter with quarterly reconciliation**