GEORGIA STATE UNIVERISTY
PETTY CASH IMPREST FUND CHANGE REQUEST FORM

CHECK ONE: General Petty Cash Fund ☐ Petty Cash Change Fund ☐

School/Department/Unit: _____ Date: _____

SECTION ONE: CURRENT FUND DETAILS

Fund Amount _____ GL Account Number _____ Speedtype_____

Reason for fund change: _____

_____

SECTION TWO: CHANGE AN EXISTING FUND

Change of Custodian — Current Custodian _____ Panther ID _____

New Custodian _____ Panther ID _____

Change of Fund Amount — Current Fund Amount _____

New Requested Fund Amount _____

SECTION THREE: FUND AGREEMENT

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 have read and understand the Petty Cash Imprest Fund Procedures and the requirements therein. 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: _____

(Unit Head Printed) (Signature)

SECTION FIVE: OFFICE OF ACCOUNTING SERVICES APPROVAL

Approved By: _____ Date: _____

(Signature)