

**GEORGIA STATE UNIVERISTY
PETTY CASH IMPREST FUND REQUEST FORM**

CHECK ONE: General Petty Cash Fund

Petty Cash Change Fund

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: FUNDS 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 requirement 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 THREE: ADMINISTRATIVE APPROVAL

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

Approved By: _____

(Unit Head- Printed)

(Signature)

Date: _____

SECTION FOUR: OFFICE OF ACCOUNTING SERVICES APPROVAL

Approved By: _____

(Signature)

Date: _____

GL Account Number Assigned: _____