



Bursar & Treasury Services

Finance & Administration

UNIVERSITY OF GEORGIA

Petty Cash or Change Fund Change of Custodian

To: Bursar and Treasury Services

From: _____

In UGA Petty Cash and Change Funds policy 9.5, the custodian of a petty cash or change fund must be a full-time employee of the University of Georgia, and must accept personal responsibility for the safety, proper usage and return of the funds entrusted.

In addition, the department must notify Bursar and Treasury Services in writing when reassigning the custody of a petty cash or change fund. The Department Head or Director must document that a copy of UGA Petty Cash and Change Funds Policy was provided to the new custodian and the amount being transferred to the new custodian was verified. Completing and submitting this form documents that these requirements have been met. Once all signatures have been obtained, please return to Bursar and Treasury Services where it will be certified.

This change of custodian is: _____ Temporary (Dates _____ to _____)
_____ Permanent

As the PRESENT CUSTODIAN , I agree that I verified a balance of \$ _____ on _____.		
_____	_____	_____
Signature	Telephone	Date

Name of Present Custodian		

As the NEW CUSTODIAN , I agree that I verified a balance of \$ _____ on _____.		
I have read and agree to follow the procedures specified in UGA Petty Cash and Change Fund policy. I understand that I will be personally accountable for the fund.		
_____	_____	_____
Signature	Telephone	Date

Name of New Custodian		

Name of Department Head or Director Signature of Department Head or Director Date

Name of Dean or Vice President Signature of Dean or Vice President Date

Please submit the completed form to Tiffany Payne at tepayne@uga.edu

Approved: _____	_____
Bursar and Treasury Services	Date