



Bursar & Treasury Services

Finance & Administration

UNIVERSITY OF GEORGIA

Petty Cash Deadline Extension Request

This form should be completed to request a deadline extension for an established Petty Cash or Research Participant Compensation Fund account. Extensions may be approved when there is sufficient documentation supporting a change made to the original research dates and applicable funding sources (grant renewal, no-cost extension, delayed research period, etc.).

Custodian Name: _____ Date: _____

Department: _____

Departmental Account Number: _____

Total Fund Amount: _____

Original Dates of Research: _____

Updated Expected Dates of Research: _____

Reason for Extension Request:

Name of Custodian Signature of Custodian Date

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 _____
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