



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 CBO (if request is less than \$10,000) or Signature of CBO or Dean/Vice President Date
Dean/Vice President (if request is above \$10,000)

Please submit the completed form to Casey Chitwood at DEBORA.CHITWOOD@uga.edu

Approved: _____ Date _____
Bursar and Treasury Services