Bursar & Treasury Services
Finance & Administration
UNIVERSITY OF GEORGIA

Request to Add or Remove Authorized Signers

Department: ____________________________________ Date: ___________________________

Account Title: ____ Last 4 Digits of Account: _________

Custodian of Account: ____

Custodian's Phone Number: ______________________ Email: __________________________________

Current Account Signer(s):

____

____

Add Account Signer(s) – if a debit card is needed, please notate after the name:

____

____

Remove Account Signer(s):

____

____

Approvers attest to:

- The individual(s) being added are the appropriate individual(s) in the unit to perform this function.
- The individual(s) being removed from the account is/are appropriate.
- That the individual(s) will **not** be involved in the reconciliation of the account.
- Notification will be remitted to Bursar and Treasury Services immediately if there is a change in signature designees.

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

In UGA Petty Cash and Change Funds policy 5.4, the custodian must be a full-time employee of the University of Georgia. The custodian must accept personal responsibility for the safety, proper usage, and return of the funds entrusted. In certain circumstances, the actual handling of the funds may be delegated to another UGA employee, but the responsibility of the funds remains with the custodian (this delegation is subject to review and approval by Bursar and Treasury Services). Anyone handling petty cash and/or change funds is considered to be in a "position of trust" and must follow USG Policy Background Investigation for background and credit check requirements. 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.