

Petty Cash Handling Form AUGUSTA UNIVERSITY

Please complete the form below according to the type of Petty Cash transaction you are initiating. This form must be on file with the Business Office with proper approval signatures, as well as a copy with Internal Audits.

Business Office email: business_office@augusta.edu Telephone: 706-737-1767 Fax: 706-667-4643

Please mark all that apply:

- New Petty Cash Fund Change of Custodian
- Established Fund Decrease Change of Fiduciary
- Established Fund Increase New Fiscal Year Re-Issue
- Updated Location Information Athletics Re-Issue
- Close Petty Cash Fund

Department: _____

Current Total of Petty Cash Fund: _____

If applicable, new total of Petty Cash Fund: _____

Purpose of Petty Cash Fund: _____

Reason for change: _____

Physical location of office: _____

Physical location of fund: _____

The signatures below indicate we have read and understand the Petty Cash Policy of Augusta University.

Fiduciary of Fund/Custodian of Fund:

Name: _____ Name: _____

Signature: _____ Signature: _____

Approvals: Processed/Counted by:

Name: _____ Name: _____

Title: _____ Title: _____

Signature: _____ Signature: _____