

Augusta University Business Office Change Request Form

1. Change Request Orders must be emailed to the Business Office at business_office@augusta.edu . Please forward change requests to the Business Office by 9:00 am for same day pickup/delivery.
2. The minimum amount to be presented for change is \$50 (unless the petty cash fund is less than \$50).
3. This form must be completed and signed by the Requestor, and signed off on by the Petty Cash Custodian or Supervisor (if not the Requestor).
4. Once change request is received, funds must be counted and verified by signature on form. Please email completed form to business_office@augusta.edu .

Department: _____ Date & Time of Request: _____

Individual Requesting Change: _____

(Please print)

Requestor Signature: _____

Denomination/Qty. of funds presented for change: \$100 _____
\$50 _____
\$20 _____
\$10 _____
\$5 _____
\$1 _____

Denomination/Qty. of funds being requested: \$20 _____
\$10 _____
\$5 _____
\$1 _____
\$0.25 _____
\$0.10 _____
\$0.05 _____
\$0.01 _____

Custodian/Supervisor Signature: _____

Date: _____

Business Office Official Signature: _____

Date Order Filled: _____

Funds Receipt Count Verification Signature: _____

Check one:

Funds sent via officer

Funds picked up

If you have a question about this form, please contact the Business Office at (706) 737-1767.