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Instructions for Establishing a Change Fund

TO ESTABLISH a petty cash or change fund, a requesting department must complete and submit to the Bursar's Office the "Application for Petty Cash or Change Fund" form and a letter of explanation addressing the need for the fund, including an analysis justifying the dollar amount requested.

Copies of this form may be obtained from the Bursar's Office and are available at:

<http://www.busfin.uga.edu/forms>.

1. Enter the type fund desired.
2. Enter the department name, account number, name and title of custodian.
3. Briefly describe the need and intended use of the fund.
4. Describe the type of storage provided (such as locked file drawer, combination safe, etc.) and enter the building and room number in which the fund will be kept.
5. Obtain the signature of the person who will be in charge of the fund.
6. Obtain the signature of the dean, director or department head.
7. Attach a letter describing the purpose of the fund and an analysis justifying the dollar amount requested.

Upon approval, the Bursar's Office will make arrangements to prepare a check payable to the change fund custodian. This initial issue is not charged to your departmental account, but is maintained as part of the overall change fund account of the Bursar's Office. The fund must remain intact in cash. The custodian of the fund is responsible for insuring that the funds are adequately safeguarded. The fund should always be held separately and should not be commingled with personal money. Any overage and shortage should be reported to the Bursar's Office immediately.