

[Thérèse Hodges](#), Assistant Bursar
706-542-1625/ 706-542-3959 (fax)

Petty Cash
Instructions to process a Change in Custodian on an existing account

Instructions to Process a Change in Custodian on an Existing Account

If for any reason a fund is no longer required or if the custodian ceases employment with the University unit, the fund must be returned to the Bursar's Office, thereby terminating the responsibility of the custodian. If it is impractical to close the fund, the fund may be transferred to a new custodian under the following procedure:

1. A written reconciliation of the fund must be provided to the Bursar's Office. This must be reviewed and signed by both the custodian and the Dean, Director or Department Head.
2. A copy of the new signature card (if petty cash fund is maintained in a checking account) must be provided to the Bursar's Office.
3. A new petty cash application establishing the new custodian, must be completed, signed and submitted to the Bursar's Office.