

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

Instructions to close out or decrease a Petty Cash Account

Instructions to Close out or Decrease a Petty Cash Account

To close out an existing account that will no longer be used or to decrease an existing account still used, funds in the total amount of the reduction should be brought to the Bursar's Office for deposit. The Bursar's Office will issue a receipt after verifying the funds returned. If account is being closed, the custodian's name will be removed from the records of existing accounts therefore relieving the custodian of the responsibility for the funds. If the account is decreased, the records will be adjusted to reflect the new balance and the custodian's amount of responsibility will be reduced by the amount of funds returned.

Any further questions should be directed to the Bursar's Office.