

# Memo

**To:** Petty Cash Custodians

**Re:** Direct Deposit for Petty Cash Reimbursements

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Direct deposit of petty cash reimbursements is now available to you as petty cash custodian. This process will save you time and effort, eliminate the need to deposit checks at the bank, and avoid problems associated with lost and damaged reimbursement checks. Enrolling in direct deposit for petty cash reimbursement is quick and easy. Please complete the attached form with the petty cash bank account information, sign, and attach a voided check. The completed form can then be forwarded to:

**Bursar's Office  
University of Georgia  
Room 105  
Business Services Building  
Athens, Ga 30602-4227**

Once your petty cash bank account information has been added to the database and pre-noted, all subsequent petty cash reimbursements will be electronically deposited to the petty cash bank account. You will receive an advisement from the Accounts Payable department that itemizes, by check request number, the amounts deposited to the bank account.

If you have any questions, please contact Amy Brown or Amber Redfern at (706) 542-1625. Thank you for your time and assistance.



The University of Georgia

Bursar's Office

Request for Direct Deposit Petty Cash Reimbursements

\*\*\* All fields must be completed \*\*\*

\_\_\_\_\_  
Custodian Name (Last, first, middle initial)

\_\_\_\_\_  
UGA Department Name

\_\_\_\_\_  
Name of financial institution (US only)

\_\_\_\_\_  
Exact name of account

Checking

Savings

\_\_\_\_\_  
Bank routing number (9-digit # prior to your acct # on your check)

\_\_\_\_\_  
I hereby authorize the University of Georgia to deposit petty cash reimbursements into the account at the above named bank. The account number listed is the account for the petty cash for which I am named custodian. The university is also authorized to adjust any deposit which it has caused to be made into this account. This authorization will remain in effect until I cancel or supersede it in writing to the University of Georgia. Due to electronic funds transfer pre notification requirements, I understand this request may not be effective until five business days after it is received in the Bursar's Office (this time delay applies when changing banks). I also understand this election will include all petty cash reimbursements the University makes to me as custodian.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\*\*\* You must attach a voided check here \*\*\*

Please return this form to:

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