

**GEORGIA INSTITUTE OF TECHNOLOGY  
PETTY CASH FUND REQUEST/MAINTENANCE FORM**

School/Dept./Unit: \_\_\_\_\_

Date: \_\_\_\_\_

<b>SECTION ONE: ESTABLISH A FUND</b>		
(Proposed) Fund Custodian:	_____	_____
	(Name)	(Title) (Phone)
Requested Amount of Fund	_____	
Purpose of Fund	_____	
Type of Storage (Metal lock box, vault, etc.):	_____	
Location of Funds/Building:	_____	Room: _____
When needed?	_____	For what duration? _____

<b>SECTION TWO: CHANGE AN EXISTING FUND</b>		
<b>Change of Custodian:</b>	Current Custodian	_____
	New Custodian	_____
<b>Change of Fund amount:</b>	Current amount	\$ _____
	Requested amount	\$ _____

<b>SECTION THREE: ADMINISTRATIVE APPROVAL</b>		
I approve the designation of _____ as custodian of the above stated cash fund.		
<b>Approved by</b>	_____	<b>Date</b> _____
	(Dean, Director, or Department Head)	

<b>SECTION FOUR: ACCOUNTING SERVICES DEPARTMENT ONLY</b>		
<b>Approved by</b>	_____	<b>Date</b> _____
	(Director, Accounting Services)	

<b>SECTION FIVE: FUND DISBURSEMENT</b>		
I, _____, as fund custodian, acknowledge receipt of petty cash funds in the amount of \$ _____. I certify that I have read, understand, and will comply with current petty cash procedures (available on-line) in the Business and Finance section of the Georgia Tech Procedures Manual. I understand that I am personally responsible for the proper safekeeping and use of said funds, and I <u>may</u> be held personally liable for shortages and uninsured losses that occur as a result of negligence.		
(Signature)	(Title)	(Phone Number)
Check No. (if applicable)	_____	Check date _____

**SUBMIT THIS FORM TO THE ACCOUNTING SERVICES DEPARTMENT - LYMAN HALL - MAIL CODE 0257**