

To: Business Services Listserv

From: Lisa McCleary, Bursar

Subject: Modifying approval lines to form used to request petty cash, payment card or cash fund

A recommendation from the Business Services Advisory Group (BSAG) was to modify the approval lines on the form used to request petty cash, payment cards or change fund. This recommendation stemmed from the need for school/college/unit business officers to have knowledge that programs within their organization plan to utilize these payment mechanisms. This "before the fact" information allows business officers to have awareness and be prepared to follow-up with custodians so that funds are monitored and reconciled. BSAG recommended the signature/approval lines be modified to facilitate this need; such modifications follow the signature/approval lines of other business processes.

This form has been updated to add a Dean's or Vice President's approval signature (which may be delegated) and is available on the Administrative Forms site:

[http://www.busfin.uga.edu/forms/petty\\_cash\\_application.pdf](http://www.busfin.uga.edu/forms/petty_cash_application.pdf)

For additional information please contact Lisa McCleary at [lmcclear@uga.edu](mailto:lmcclear@uga.edu).

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