22 April, 2011

Ms. Lisa McCleary
Bursar’s Office
Business Services Bldg.
University of Georgia

Dear Lisa:

I am writing to you in order to request the release of funds in the total amount of $_______ from the UGA________ agency account #9086GN_____. These funds will be used to pay for balance of student expenses for Summer 2011 program in _________. Please see attached budget / justification.

I thank you in advance for your assistance. If you have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

Director, UGA ________
Application for Petty Cash or Change Fund

Request for:

Petty Cash Fund $ ________________
Change Fund ________________
Closeout Date (Bursar's Office will assign date) ________________

Department Name ________________________________
Name of Custodian ________________________________
Email Address @uga.edu

Account No. ________________________________
Title Director

Description of Need for Fund:
To pay remaining expenses associated with study abroad program in ________________ in the summer of 2011.

Special Instructions:
Need check by ________________ Please notify ________________@uga.edu) when the check is ready.

Location of Fund:

Building Name ________________________________ Room Number ________________ Telephone Number ________________

This fund and responsibility thereof is issued to the named custodian and cannot be transferred. If for any reason a fund is no longer needed or there is a change in the custodian, this fund must be turned in to the University Cashier, thereby terminating the responsibility of the custodian. If the need continues, a new fund will be issued upon application. Under no circumstance can University Petty Cash funds be deposited to any bank account other than the Bank Account established for Petty Cash expenditures.

Do not deposit University Petty Cash Funds to a personal bank account.

Attach to the "Application" a letter of explanation regarding the purpose of the fund and an analysis justifying the dollar amount requested.

I accept the above stated cash fund with the understanding that I am personally responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages and uninsured losses.

Signature of Custodian ________________________________ Date ________________

I approve the designation of ________________________________ as custodian of the above stated cash fund. It is further understood that I will be jointly liable for all shortages and uninsured losses.

Signature of Dean, Director, or Department Head ________________________________ Date ________________

(see second sheet for instructions)

Approved: ________________________________ Date ________________

Bursar's Office

http://www.busfin.uga.edu/forms/petty_cash_application.pdf
University of Georgia Petty Cash Fund Reconciliation

NOTE: This form is for use only by funds with UGA bank accounts

Custodian Name ____________________ Bank Information:
Department ________________________ Bank Name ________________________
Date of Reconciliation ________________ Bank Account # last 4 digits only, __________
Fund Amount $ ______________________

CASH ON HAND:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Coins</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>.01</td>
</tr>
<tr>
<td>$2</td>
<td>.05</td>
</tr>
<tr>
<td>$5</td>
<td>.10</td>
</tr>
<tr>
<td>$10</td>
<td>.25</td>
</tr>
<tr>
<td>$20</td>
<td>.50</td>
</tr>
<tr>
<td>$50</td>
<td>$1.00</td>
</tr>
<tr>
<td>$100</td>
<td></td>
</tr>
</tbody>
</table>

Total Currency... $0.00     Total Coins...... $0.00

TOTAL CASH ON HAND: $ 0.00

ADD Checkbook Balance: +

TOTAL CHECKBOOK BALANCE AND TOTAL CASH: = $ 0.00

ADD Receipts on hand not yet filed for reimbursement:

<table>
<thead>
<tr>
<th>Reimbursement Check Requests in progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Request #</td>
</tr>
</tbody>
</table>

ADD Total Reimbursement Check Requests: + $0.00

TOTAL FUNDS ACCOUNTED FOR: = $ 0.00

SUBTRACT Authorized Custodial fund Balance: -

Discrepancy If this amount is not zero, please explain in detail =

Please Attach:
- Detailed list of outstanding checks (include date of issue, amount, payee, & reason for payment)
- Bank Statement

Bank Statement ending Balance: $ ______________

ADD: Deposits in Transit: + ____________________ (attach detailed list)

SUBTRACT: Checks Outstanding: - ____________________

Adjusted Bank Balance (Must equal Checkbook Balance) = ______________

I certify that on __________, 20__, I had in my possession and under my control $ ______________ in custodial funds and that these funds are being administered in compliance with campus policy and procedures.

Fund Custodian Signature: ____________________ Please complete this form monthly & return to:
Prepared by: ____________________ BURSAR'S OFFICE
                                   105 BUSINESS SERVICES
### University of Georgia Petty Cash Fund Reconciliation

Custodian Name: __________________________  Department: __________________________

Authorized Fund amount: __________________________  Date of Reconciliation: __________________________

<table>
<thead>
<tr>
<th>Currency</th>
<th>Coins</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1......</td>
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</tr>
<tr>
<td>$20.....</td>
<td>.50....</td>
</tr>
<tr>
<td>$50.....</td>
<td>$1.00....</td>
</tr>
<tr>
<td>$100...</td>
<td></td>
</tr>
</tbody>
</table>

Total Currency: $0.00  Total Coins: $0.00

**TOTAL CASH ON HAND:** $________________________

ADD Receipts on hand not yet filed for reimbursement: + __________________________

ADD Other Items: (Detail required)

Reimbursement Check Requests in progress

<table>
<thead>
<tr>
<th>Check Request #</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

ADD Total Reimbursement Check Requests: + $0.00

**TOTAL FUNDS ACCOUNTED FOR:** = $________________________

SUBTRACT Authorized Custodial fund amount: __________________________

Discrepancy: If this amount is not zero, please explain in detail below

---

*I certify that on __________, 20__, I had in my possession and under my control $__________ in custodial funds and that these funds are being administered in compliance with campus policy and procedures.*

Fund Custodian Signature: ______________ Please complete this form monthly & return to:

BURSAR’S OFFICE
105 BUSINESS SERVICES

Prepared by: __________________________
"SAMPLE"
RECONCILIATION OF PETTY CASH FUND

<table>
<thead>
<tr>
<th></th>
<th>LIRE</th>
<th>FRANCS</th>
<th>SUMMARY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As Spent</td>
<td>Converted to US$</td>
<td>As Spent</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>200.00</td>
<td>0.62</td>
<td>1,452</td>
</tr>
<tr>
<td>PLUS: Additions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td>50,000.00</td>
<td>35,000.00</td>
<td>139,500</td>
</tr>
<tr>
<td>To Account For</td>
<td>50,200.00</td>
<td>10,000.00</td>
<td>140,952</td>
</tr>
<tr>
<td>LESS: Actual Expenditures</td>
<td>(937)</td>
<td>(0.62)</td>
<td>(1,452)</td>
</tr>
<tr>
<td>Actual Expenditures</td>
<td>(53,637,500)</td>
<td>(35,000.00)</td>
<td>(138,826)</td>
</tr>
<tr>
<td>Actual Expenditures</td>
<td>(15,714,561)</td>
<td>(9,999.72)</td>
<td></td>
</tr>
<tr>
<td>LESS: Amounts converted</td>
<td>(49,500.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance*</td>
<td>700.00</td>
<td>0.28</td>
<td>674</td>
</tr>
</tbody>
</table>

*NOTE: Ending Balances should be equal to ACTUAL Cash on Hand at the conclusion of the program.