

Custodian Change Form

Department name _____

Type of Fund: Petty Cash Change Fund

Former Fund Custodian _____

Proposed Fund Custodian _____

Alternate Fund Custodian _____

Phone _____ Location _____

I hereby certify that the current custodian has counted the cash and cash items in my presence. The count total represents all undeposited cash and cash items for which I will be responsible at the time of this count. The above cash and cash items in the amount of \$_____ have been transferred to me, the new fund custodian.

Fund Custodian

Date

Alternate Fund Custodian

Date

Department Chair, Dean, or Director

Date

I understand that the need for and the amount of this fund will be reviewed at least annually; that confirmation of the fund balance will be made at least annually (at fiscal year-end); and that I am to notify the Office of Finance and Administration of any changes in the above information. I further understand that I am personally responsible for this fund and for ensuring that it is properly accounted for and maintained.

Submit this form to Finance and Administration, Stop 8219

For Accounting Services Only:

Finance & Administration

Date

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