

Petty Cash Change of Custodian Form

To: Accounting & Financial Services
Internal Control

From: Department _____

University policy requires that the custodian of a petty cash fund who is directly responsible for the safekeeping and disbursement of the fund's cash must be appointed by the department head. The policy also requires that any change in custody of an existing fund must be documented in writing and the amount of the transfer verified.

The department head must notify the Accounting Officer in writing when the custodian of a petty cash fund changes. In addition, the department head must document that written instructions detailing the procedures that must be followed in using a petty cash fund were provided to the new custodian. Completion of this form is sufficient verification that the above requirements have been met.

As the PRESENT CUSTODIAN, I currently have the following combination of cash and receipts totaling the amount authorized for my petty cash fund.

Cash on hand \$ _____ + Amount in receipts \$ _____ = \$ _____

Signature Telephone Date

Print or type name Office location

As the NEW CUSTODIAN, I agree that I received the total cash and receipts in the amount of \$ _____ on (date) _____. I have read and agree to follow the procedures specified in UCD Policy & Procedure Manual Section 330-45, Petty Cash Funds, concerning my responsibilities for safeguarding and disbursing cash from the petty cash fund.

Signature Telephone Date

Print or type name Office location

IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

Name _____
(print or type)

Name _____
(print or type)

Signature _____

Signature _____

Date signed _____

Date signed _____