PETTY CASH/CHANGE FUND
NEW CUSTODIAN FORM

Name of New Custodian: 

Department/Division: 

Fund Amount ($): 

The following is understood by the new custodian:

1. Routine confirmations (audits) will be performed as prescribed by ICSUAM 3102.10 and CI Petty Cash Procedure 3f.
2. Custodianship of Petty Cash funds are assigned to a single individual and cannot be independently transferred to another individual.
3. When Petty Cash funds need to be transferred to a new custodian, the Petty Cash/Change Fund Custody Transfer Request Form must be completed.
4. When a Petty Cash fund is to be decreased, a Petty Cash Reconciliation Form should be prepared, and the form and unneeded cash should be taken to the Associate Vice President for Financial Services’ office by the custodian.

New Custodian:

Print Name ___________________________ Signature ___________________________ Date ___________________________

Division/Department Approval:

Print Name ___________________________ Signature ___________________________ Date ___________________________

Approval - Financial Services Officer:

Missy Jarnagin

Print Name ___________________________ Signature ___________________________ Date ___________________________

Revised 1/31/15