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 IC SUAM 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 Assistant
   Vice President for Business & Financial Affairs/Controller by the custodian.

New Custodian:

Print Name ___________________________ Signature ___________________________ Date ________________

Division/Department Approval:

Print Name ___________________________ Signature ___________________________ Date ________________

Approval – Assistant Vice President for Business & Financial Affairs/Controller:

Diane Mandrafina

Print Name ___________________________ Signature ___________________________ Date ________________

Revised 3-3-17