

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

## New Custodian:

Print Name	Signature	Date
	Signature	Dute
Division/Department A	oproval:	
Print Name	Signature	Date
Approval – Assistant Vio	e President for Business & Final	ncial Affairs/Controller:
Diane Mandrafina		
Print Name	Signature	Date