



**PETTY CASH/CHANGE FUND
 CUSTODY TRANSFER REQUEST FORM**

Date of Transfer: _____

Department/Division: _____

Fund Amount (\$): _____

Transfer of custody will only be accomplished after:

- 1) An audit of the fund has been made by the Financial Services Auditor with the previous and new custodian;
- 2) The *Petty Cash/Change Fund Custody Transfer Request Form* has been signed by the previous custodian, new custodian and authorized Financial Services Officer;
- 3) A copy of this *Petty Cash/Change Fund Custody Transfer Request Form* has been given to the new custodian with a copy of the *Petty Cash/Change Fund Audit Form* and;
- 4) The original copy of this *Petty Cash/Change Fund Custody Transfer Request Form* and the original copy of the *Petty Cash/Change Fund Audit Form* have been submitted to the Financial Services Auditor.

It is also understood that routine audits will be performed as prescribed by ICSUAM 3102.10 and CI Petty Cash Procedure 3f.

Previous Custodian:

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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New Custodian:

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Approval – Assistant Vice President for BFA/Controller:

Diane Mandrafina		
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>