Petty Cash Change of Custodian Form

To: Accounting & Financial Services

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 Accounting & Financial Services 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

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 _________________________________  Name ______________________________________
(print or type)  (print or type)

Signature ___________________________________ Signature _____________________________

Date signed ____________________________  Date signed ________________________________