

**REQUEST TO CHANGE PETTY CASH FUND CUSTODIAN**

MEMO TO: Controller

FROM:

DATE:

SUBJECT: **Change of Petty Cash Fund Custodian**

This is to advise you that the custodian of the \_\_\_\_\_  
Organization petty cash fund has been changed.

The new custodian is \_\_\_\_\_, phone \_\_\_\_\_,  
and the alternate custodian is \_\_\_\_\_, phone \_\_\_\_\_.

We certify that at the time of transfer, the fund was counted and reconciled and  
the authorized amount of \$\_\_\_\_\_ was properly accounted for.

\_\_\_\_\_  
Signature of Outgoing Custodian

\_\_\_\_\_  
Signature of New Custodian

\_\_\_\_\_  
Dean/Department Head Signature

\*\* AS THE NEW CUSTODIAN, YOU MUST GO TO THE CASHIER'S OFFICE IN  
CARTER HALL AS SOON AS POSSIBLE TO SIGN A PETTY CASH SLIP. Thank  
you.



DO NOT WRITE BELOW THIS LINE

Approved \_\_\_\_\_  
Controller

\_\_\_\_\_  
Date