



Request to change Petty Cash fund custodian

Memo to: Controller

From:

Date:

Subject: Request to change Petty Cash fund custodian

This is to advise you that the custodian of the _____ Petty Cash fund has been changed.

The new custodian is _____ Phone _____

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.

Outgoing custodian signature _____

New custodian signature _____

Alternate custodian signature _____

Dean/Department Head signature _____

Do not write below this line

Controller Approval _____ Date _____

Updated GAO 9/9/09