CHANGE OF CUSTODIANSHIP OF PETTY CASH/CHANGE FUND

Effective __________, Custodianship of the ___________________ Petty Cash/Change Fund (circle one) [date] [department] in the amount of $ __________ is transferred from ____________________________ [present custodian] to ____________________________, who will be responsible for the reason indicated below:

___New Custodian ___ Vacation ___ Sickness ___ Other: ____________________________

(If vacation or sickness, intended date of return will be __________)

*Actual cash count when Fund is transferred must be witnessed*

__________________________________  __________________________________
(present custodian signature)        (witness signature)

__________________________________  __________________________________
(supervisor signature)              (official custodian signature)

I hereby acknowledge receipt of the Petty Cash/Change Fund (circle one) in the amount of $ __________, and accept the responsibility to act as custodian for the reason indicated above.

__________________________________ / (date)
(new/temporary custodian signature) / (date)

TO BE COMPLETED UPON RELIEF OF TEMPORARY CUSTODIANSHIP

Upon making an actual cash count, I hereby relieve ______________________________ as Temporary Custodian [temporary custodian] of the ____________________________ Petty Cash/Change Fund (circle one) in the amount of $ __________.

__________________________________  __________________________
(temporary custodian signature)       (official custodian signature) (date)

To General Accounting Office:
__________________________________
(Business Office approval) (date)
cc: Business Office
    General Accounting Office
    Fund Custodian
    File