



UC San Diego Policy & Procedure Manual

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ACCOUNTING PROCEDURES - GENERAL

Section: 300-10 EXHIBIT C

Effective: 01/17/1991

Supersedes: 01/01/1970

Review Date: TBD

Issuance Date: 01/17/1991

Issuing Office: [Accounting Office](#)

EXHIBIT C

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]

___ 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)

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.

(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 \$ _____.
[department]

(temporary custodian signature)

(official custodian signature)

(date)

To General Accounting Office:

(Business Office approval)

(date)

University of California San Diego Policy – PPM 300 - 10 Exhibit C
PPM 300 - 10 Petty Cash Funds

cc: Business Office
General Accounting Office
Fund Custodian
File