

CHANGE IN CUSTODIAN

REQUEST To transfer custody of a Permanent Petty Cash and/or Change Fund

FUNDING & AMOUNT This fund is for Index # _____ for the Department of _____,
Fund # _____, in the amount of \$ _____. The name of the fund is:

SECURITY The fund is located in (building) _____, Room # _____ in (city) _____.
The funds are secured in _____.

ACCESS The person currently charged with custody of these funds is:

Name	Title
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The new person charged with custody of these funds will be:

Name		
Title	Phone	

PURPOSE The purpose of this fund is: _____

REQUESTOR

Department	Title
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APPROVED

Dean/Vice President	Title
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APPROVED

University Business Services	Title
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I hereby acknowledge receipt of \$ _____ from the current custodian for use as an authorized Permanent Petty Cash and/or Change Fund and understand that I am personally responsible for the safekeeping and use of these funds in accordance with established University policy. I have received a copy of the policies and procedures governing the use of these funds. I will return these funds to University Business Services when there is no longer a need for them.

Name	Title	Date
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The funds, as authorized, in the amount of \$ _____ have been returned to University Business Services and _____ is hereby released from further responsibility as fund custodian.

University Business Services	Title	Date
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Forward the original copy of this completed form to University Business Services, Room 102 Montana Hall.