



Date: _____

TO: Comptroller

FROM: _____

SUBJECT: Change of Petty Cash Fund Custodian (Form ACCTG-03)

This is to advise you that the custodian for _____
(Department Name)

petty cash fund has been changed. The new custodian is _____,
(Name)

and the new alternate custodian is _____, _____.
(Name) (Phone)

We certify that at the time of transfer the fund was counted and reconciled and the

authorized amount of \$ _____ was properly accounted for.
(Amount)

Outgoing Petty Cash Custodian Signature

New Petty Cash Custodian Signature

New Alternate Petty Cash Custodian Signature

*****DO NOT WRITE BELOW THIS LINE*****

Approved

Disapproved

Comptroller