



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN

Administration and Finance  
Business Office

MEMO TO: Comptroller

FROM:

DATE:

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

This is to advise you that the custodian for \_\_\_\_\_  
(Department)  
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.

\_\_\_\_\_  
Outgoing Petty Cash Custodian Signature

\_\_\_\_\_  
New Petty Cash Custodian Signature

\_\_\_\_\_  
New Alternate Petty Cash Custodian Signature

\_\_\_\_\_  
Dean/Department Head Signature

.....  
DO NOT WRITE BELOW THIS LINE

Received by:

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date