

- General Accounting

**REQUEST TO CHANGE CUSTODIAN**

Date \_\_\_\_\_

From: \_\_\_\_\_

To: General Accounting

**Department** \_\_\_\_\_

**Fund Number** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Effective Date of Transfer** \_\_\_\_\_

Previous Custodian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Custodian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the new Custodian, I agree that I have received the total cash stated above and that I accept the responsibility for the safeguarding of the cash fund. Additionally I confirmed to have read and understand the University policies and procedures concerning the management of this fund.

\_\_\_\_\_  
**Accountable Officer**

\_\_\_\_\_  
**Date**

Please note that this fund was issued to the named custodian above and cannot be transferred to another department custodian without prior approval of the office of General Accounting. If for any reason the fund is no longer needed, this fund must be returned to the University Cashier the responsibility of the custodian. General Accounting should be notified immediately of any changes in a petty cash fund.