



PETTY CASH OR CHANGE FUND - CHANGE OF CUSTODIAN FORM

SECTION 1: GENERAL INFORMATION

Effective Date: _____

Department _____

Mail Code _____

Fund Type (pick one): Petty Cash _____ Change fund _____

Fund and Index _____

Fund amount: _____

*New custodian name _____ Custodian Employee ID # _____

Signature _____

Present custodian name _____

Physical location of fund (building name and room number) _____

[*Please note – If current custodian leaves the Department without submitting a change of custodian form to General Accounting, the Department Supervisor by default becomes the new custodian until new custodian has been established.](#)

SECTION 2: NEW CUSTODIAN ACKNOWLEDGMENT

I hereby acknowledge receipt of the cash fund in the amount of \$ _____, and accept the responsibility to act as the fund’s custodian. I understand that I will be personally responsible for the security of the fund. By signing this application, you agree to follow all UC policies and procedures, including PPM 300-10, PPM 300-11, Accounting Manual C-173-61, and the UC BUS-49 policy.

In the event I am relieved of my duties as custodian of the cash fund, I understand I am required to complete another “Change of Custodian” form and turn it into the General Accounting Cash and Banking Team.

A copy of the custodian’s UC Learning Cash Handling training certificate will be submitted along with this form. A background check must be completed for the custodian prior to assuming cash handling responsibilities.

New custodian name _____ Signature _____ Date _____

*Supervisor name _____ Signature _____ Date _____

Financial Officer/MSO name _____ Signature _____ Date _____

Section 3: To be completed by GA Cash and Banking

Accounting Office Approval _____

Fund Reference _____ Journal number _____

Date: _____