CHANGE OF CUSTODIAN FORM
Petty Cash or Change Fund

The University Petty Cash/Change Fund policy requires that any change in custody of an existing fund must be documented in writing and the amount of the transfer verified. The supervisor must notify the Petty Cash/Change Fund officer in writing when the custodian of a petty cash or change fund will be changing. The present Custodian and New Custodian must verify that the funds are correct. The new Custodian and Supervisor must submit a completed Petty Cash/Change Fund Agreement. Once that takes place, the Petty Cash/Change Fund officer will contact the new custodian for a brief training session on policies and procedures.

As the **PRESENT CUSTODIAN**, I currently have the following cash on hand, totaling the amount authorized for my petty cash/change fund: $______________

Name____________________________________        Phone _____________            Date__________________

____________________________________  ____________________________  ___________________
Signature of Present Custodian  Department             Banner ID#

As the **NEW CUSTODIAN**, I agree that I received total cash in the amount of $_________________________ on ________________ (date). I understand and agree to follow UNC Charlotte’s procedures relating to petty cash and change funds and to University Policy 602.3 (Formerly Policy Statement #39).

Name______________________________________ Phone _____________        Date__________________

____________________________________  ____________________________  ___________________
Signature of New Custodian   Department             Banner ID#

SUPERVISOR APPROVAL

Name____________________________________        Phone _____________            Date__________________

____________________________________  __________________________
Supervisor Signature               Department

ACCOUNTING APPROVAL

________________________________________  _____________________
Petty Cash/Change Fund Officer Signature   Date