



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