PETTY CASH FUND CHANGE OF CUSTODIAN FORM

To: Business & Financial Services

From: _____
Department

UCSB Petty Cash Funds Policy 5255 requires the custodian of a Petty Cash Fund, who is directly responsible for safekeeping and disbursement of the fund's cash, be appointed in writing by the Department Head.

In addition, the Department Head must notify Business & Financial Services in writing when reassigning the custody of a Petty Cash Fund. The Department Head must document that a copy of UCSB Petty Cash Funds Policy 5255 was provided to the new custodian and the amount transferred to the new custodian was verified. Completing and mailing this form to Business & Financial Services documents that these requirements have been met.

This change of custodian is: ☐ Temporary (Dates _____ to _____)

☐ Permanent

As the **PRESENT CUSTODIAN**, I currently have cash equaling the amount authorized for my Petty Cash Fund.

Cash on hand: $ _____

Signature | Telephone | Date

Print / Type Name

As the **NEW CUSTODIAN**, I agree that I received cash in the amount of

$ _____ on (date) _____.

I have read and agree to follow the procedures specified in UCSB Petty Cash Funds Policy 5255. I understand that I will be personally accountable for the fund.

Signature | Telephone | Date

Print / Type Name

IMMEDIATE SUPERVISOR
(of the new custodian)

Signature | Date

Print Name

DEPARTMENT HEAD

Signature | Date

Print Name

ORIGINAL: Business & Financial Services
COPY: Department File