CHANGE FUND CHANGE OF CUSTODIAN FORM

To: Accounting Services & Controls

From: _____
Department

UCSB Change Funds Policy 5250 requires the custodian of a Change Fund, who is directly responsible for the safekeeping and disbursement of the fund's cash, be appointed in writing by the Department Head.

In addition, the Department Head must notify Accounting Services & Controls in writing when reassigning the custody of a Change Fund. The Department Head must document that a copy of UCSB Change Funds Policy 5250 was provided to the new custodian and the amount transferred to the new custodian was verified. Completing and mailing this form to Accounting Services & Controls documents 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 Change Fund.

Cash on hand: $ _____

_____ _____ _____
Signature Telephone No. 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 Change Funds Policy 5250. I understand that I will be personally accountable for the fund.

_____ _____ _____
Signature Telephone No. Date

_____
Print/Type Name

IMMEDIATE SUPERVISOR
(of the new custodian)

Signature_____Date_____

Print Name_____

DEPARTMENT HEAD

Signature_____Date_____

Print Name _____

ORIGINAL: Accounting Services & Controls
Department File