

CHANGE FUND CHANGE OF CUSTODIAN FORM

To: Business & Financial Services

From: _____
Department

UCSB Change Funds Policy 5250 requires the custodian of a Change 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 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 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 Change 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 Change Funds Policy 5250. I understand that I will be personally accountable for the fund.		
_____	_____	_____
Signature	Telephone	Date

Print / Type Name		

IMMEDIATE SUPERVISOR
(of the new custodian)

DEPARTMENT HEAD

Signature Date

Print Name

Signature Date

Print Name

ORIGINAL: Business & Financial Services
COPY: Department File