



PETTY CASH/CHANGE FUND REASSIGNMENT

I, _____, hereby request that my Petty Cash/Change Fund be signed over to _____ . He/She will be the new custodian of the funds assigned to:

Cost Center							
Activity Nbr.:		Cost PID:		Task:		Budget Ref.:	
Optional fields, use if applicable:							
Cost PID - To track expenses related to faculty allocations.							
Task - To track expenses that have a similar purpose as assigned, for example Critical Investments.							
Budget Ref - To track specific years for Financial Aid and COM only.							

PRIOR CUSTODIAN’S NAME: (please print) _____

PANTHER ID: _____ SIGNATURE: _____

DATE: _____ DEPARTMENT NAME: _____

ACTIVITY NUMBER: _____

I, _____, hereby accept the custodianship of the Petty Cash/Change Fund, in the amount of \$_____. (The new custodian must fill out a new “Petty Cash/Change Fund Custodian Acknowledgement” form as soon as the funds are transferred).

NEW CUSTODIAN’S NAME: (please print) _____

PANTHER ID: _____ SIGNATURE: _____

DATE: _____ DEPARTMENT NAME: _____

Cost Center							
Activity Nbr.:		Cost PID:		Task:		Budget Ref.:	
Optional fields, use if applicable:							
Cost PID - To track expenses related to faculty allocations.							
Task - To track expenses that have a similar purpose as assigned, for example Critical Investments.							
Budget Ref - To track specific years for Financial Aid and COM only.							

EMAIL: _____ PHONE NUMBER: _____

Return original to Student Financials Office, MMC, PC 120 Attention: Emily Burt