

Petty Cash Fund – Transfer of Custodianship

A transfer of custodianship must be documented and approved before the funds can be transferred. This form serves as documentation and must be filled out by the present custodian, new custodian and supervisor. The new custodian is required to have a HR Level II Background check before handling the funds. [Background Check II](#)

Department: _____	Activity Nbr: _____
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PRESENT CUSTODIAN	
Name: _____	PID: _____
Email Address: _____	Work Phone: _____
Cash on Hand \$: _____ Total Receipts to be Replenished \$: _____	
_____ Signature of Present Custodian	_____ Date

NEW CUSTODIAN	
Name: _____	PID: _____
Email Address: _____	Work Phone: _____
Cash on Hand \$: _____ Total Receipts to be Replenished \$: _____	
_____ Signature of New Custodian	_____ Date

SUPERVISOR APPROVAL	
Name: _____	Phone: _____
_____ Supervisor Signature	_____ Date