



CHANGE OF FUND CUSTODIAN

Form
3102.10-C

Department Name: _____

Name of Petty Cash or Cash Change Fund: _____

Location of Fund (Building & Room #): _____

Amount of Fund: _____

Approval

I approve the transfer of funds to the incoming custodian _____ (name).

Appropriate Administrator (Print name)	(Signature)	Date
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Change in Custodian

Departing Custodian

I am transferring \$ _____ cash to the Incoming Custodian named below.

Name (Departing Custodian)	Signature	Date
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Incoming Custodian

I agree that I received \$ _____ cash from Departing Custodian named above. I agree to accept custodianship and personal responsibility of the above named cash fund.

Name (Incoming Custodian)	Signature	Date
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Send form to University Cashier

Office Use Only:

Custodian records updated? Yes

Comments/Notes: _____

Reviewed by: _____ Date: _____
University Cashier