



**University of California San Francisco**

Controller's Office  
1855 Folsom St, Ste 425  
San Francisco, CA 94143-0815

### Petty Cash Change of Custodian Form

To: Petty Cash Desk  
Controller's Office  
Cash and Controls Team  
Box 0815

From:

Department Name/Campus Address (Box #)

University policy requires that the custodian of a petty cash fund who is directly responsible for the safekeeping and disbursement of the fund's cash must be appointed by the department head. The policy also requires that any change in custody of an existing fund must be documented in writing and the amount of the transfer verified.

The department head must notify the Cash Coordinator in writing when the custodian of a petty cash fund changes. In addition, the department head must document that written instructions detailing the procedures that must be followed in using a petty cash fund were provided to the new custodian. Completion of this form is sufficient verification that this requirement has been met. In addition, all custodians must be fingerprinted and the UCSFPD verification attached to this form.

As the **CURRENT CUSTODIAN**, I currently have the following combination of cash and receipts totaling the amount authorized for my petty cash fund.

Name \_\_\_\_\_

Cash on hand \$ \_\_\_\_\_ + Amount in receipts \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date (MMDDYY)

As the **NEW CUSTODIAN**, \_\_\_\_\_ (**name**), I agree that I received the total

cash and receipts in the amount of \$ \_\_\_\_\_ on \_\_\_\_\_. I have read and agree to follow the procedures specified in the Accounting Manual chapter C-173-61, Cash: Petty Cash Disbursements and any specific campus policies and procedures concerning my responsibilities safeguarding disbursing cash from the petty cash fund.

Change is:  Permanent  Temporary - Expires \_\_\_\_\_ (Date) (MMDDYY)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date (MMDDYY)

**IMMEDIATE SUPERVISOR**

**DEPARTMENT HEAD**

Name \_\_\_\_\_  
(print or type)

Name \_\_\_\_\_  
(print or type)

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

Date Signed \_\_\_\_\_  
(MMDDYY)

Date Signed \_\_\_\_\_  
(MMDDYY)

\_\_\_\_\_  
**Petty Cash Desk Approval**

\_\_\_\_\_  
Date (MMDDYY)